

MRS SMITH CLOUGH

RATIONAL TYPEWRITING

SHORT COURSE



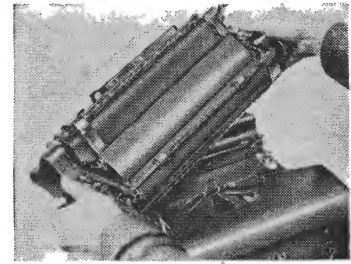
CASSELL & COMPANY LTD

A busy girl's best friend is her Imperial '66'

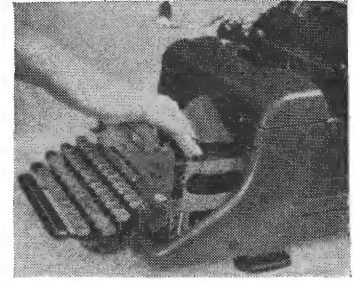


It's a very complex bit of engineering, the Imperial '66.' So many modern ideas built into so little space. So compact a machine, capable of so much good work, and for so many years. More than two thousand separate parts, built together by hand, and tested, balanced, put through their paces at every stage. The Imperial '66' has "Quickset" margins and scales; an auxiliary paper shelf; an end of page indicator; an inbuilt keyset tabulator and adjustable touch. The keyboard has 92 characters, including additional fractions and signs. The special finish eliminates glare and is exceptionally hard-wearing.

Imperial Typewriter Co. Ltd., LEICESTER AND HULL.



Quick work—well done



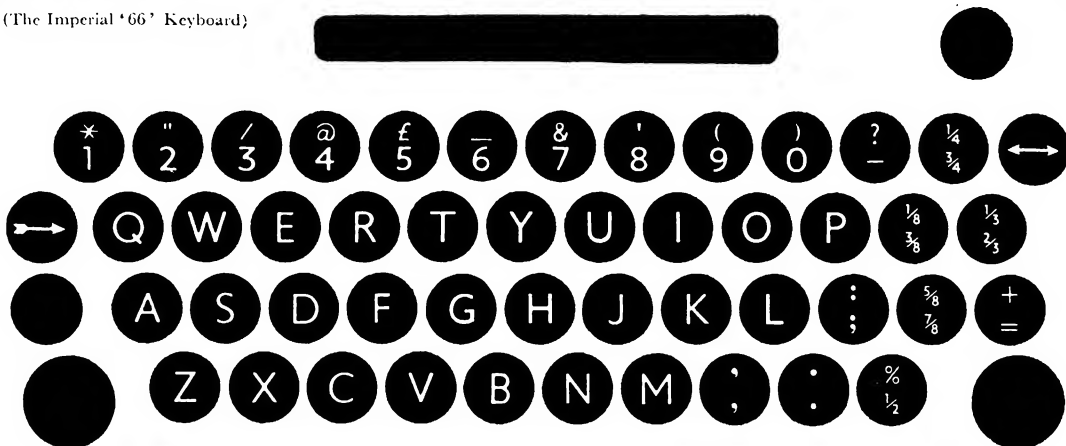
*William
Bybit
York.*

Here is the exclusive Imperial feature of complete interchangeability. Type-unit, carriage and platen roller can all be changed in a moment by the typist.

Our Education Department will send you, on request, interesting and helpful literature including details of the three Imperial instructional films available free on loan. Keyboard wall charts, keyboard fingering guides and eraser shields will be supplied free of charge for instructional purposes. Write also for a copy of "Stencil Cutting and Hints for Typists," price 1/3, post free.

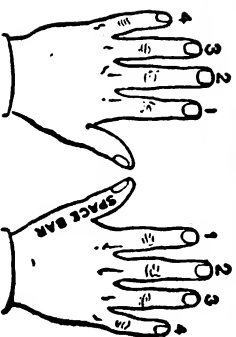
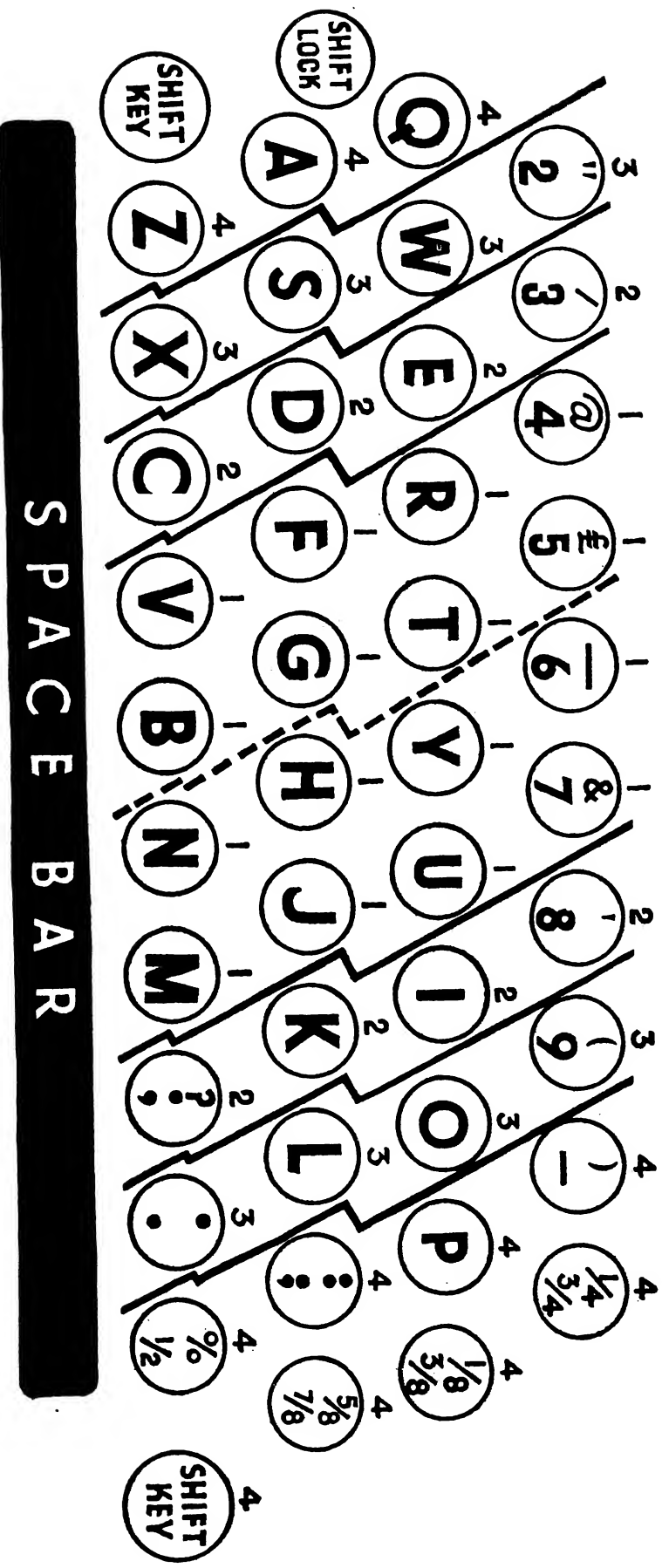


(The Imperial '66' Keyboard)



THE TYPEWRITER KEYBOARD

(The correct fingering is indicated by the lines and figures)



The work of the index finger must be learned first because that finger is the easiest to manipulate. Then, as ability is increased, the other fingers are brought into play in order of their difficulty.

RATIONAL TYPEWRITING

Short Course

MRS SMITH CLOUGH
F.F.T.Com.

*First place in three National Typewriting Contests
Winner of Gold, Silver and Bronze Medals and
Silver Cup for Typewriting*

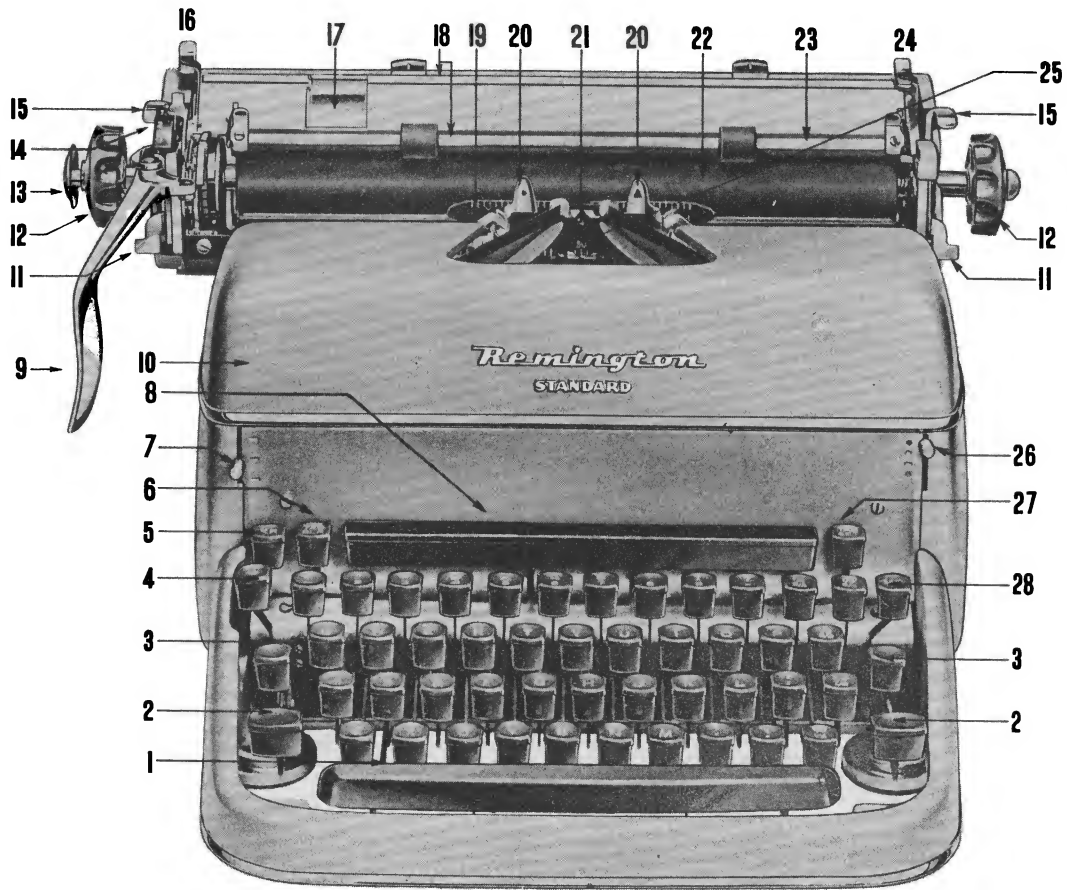
TWENTIETH EDITION

Lillian Sybil Fish.



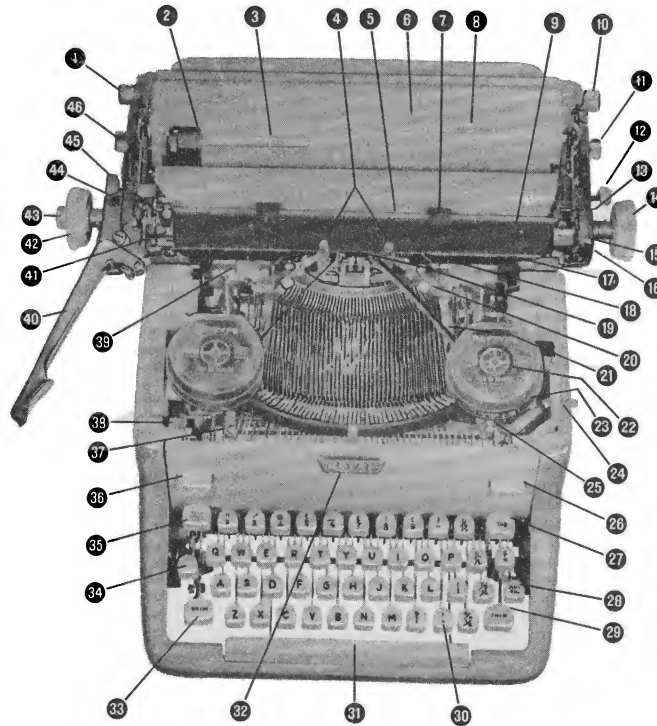
CASSELL & COMPANY LTD
LONDON

THE REMINGTON TYPEWRITER



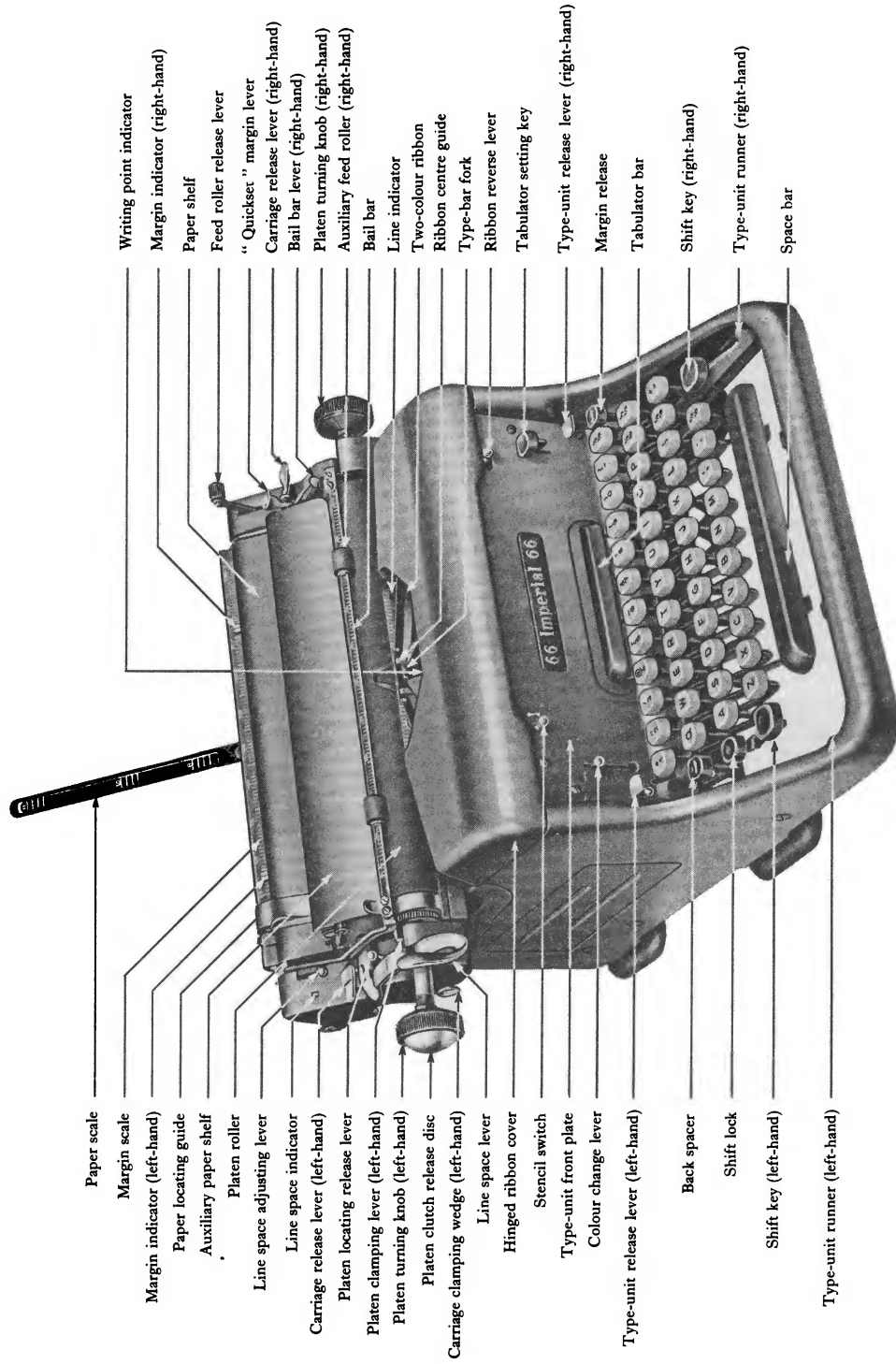
- | | |
|--|--------------------------------|
| 1 Space Bar | 14 Line Space Regulator |
| 2 Shift Keys | 15 Carriage Release Levers |
| 3 Shift Locks | 16 Automatic Line Finder |
| 4 Back Space Key | 17 Adjustable Paper Side Guide |
| 5 Key Release | 18 Perfect Positioning Scales |
| 6 Tabulator Clear Key | 19 Aligning Scale |
| 7 Personal Touch Regulator | 20 Individual Card Holders |
| 8 Tabulator Bar | 21 Type Guide |
| 9 Carriage Return and Line Space Lever | 22 Platen |
| 10 Snap-off Top Plate | 23 Paper Bail |
| 11 Removable Platen Lever | 24 Paper Release Lever |
| 12 Platen Knobs | 25 Carriage Scale |
| 13 Variable Line Spacer | 26 Ribbon Indicator |
| | 27 Tabulator Set Key |
| | 28 Margin Release Key |

THE ROYAL TYPEWRITER



- | | |
|--------------------------------------|---|
| 1 " Magic " Margin (left) | 25 " Touch Control " Lever and Dial |
| 2 Paper Guide | 26 Tab Set Key |
| 3 Paper Guide Scale | 27 Tabulator Key |
| 4 Card Holders | 28 Margin Release Key |
| 5 Paper Lock Scale | 29 Right Shift Keys |
| 6 Paper Table | 30 Finger Flow Keys |
| 7 Paper Lock Roller | 31 Speed Spacer |
| 8 Line Meter Aligner | 32 Presto-Magic Top Release |
| 9 Removable Cylinder | 33 Left Shift Key |
| 10 " Magic " Margin (right) | 34 Shift Lock |
| 11 Paper Release Lever | 35 Back Space Key |
| 12 Right Carriage Release | 36 Tab Clear Key |
| 13 Automatic Paper Lock | 37 Ribbon Reverse |
| 14 Right Cylinder Knob | 38 Ribbon Wind Lever |
| 15 Cylinder Collar | 39 Erasure-Protecting Shields |
| 16 Cylinder Release Lever | 40 Line Space and Carriage Return Lever |
| 17 Full Length Cylinder Scales | 41 Line Meter Indicator |
| 18 Card and Writing Line Scales | 42 Left Cylinder Knob |
| 19 Twin-Pak Ribbon Carrier | 43 Variable Spacer |
| 20 Card Holder Release | 44 Line Space Selector |
| 21 Ribbon Guides | 45 Left Carriage Release |
| 22 Twin-Pak Ribbons | 46 Line Finder |
| 23 Twin-Pak Cartridge Holders | |
| 24 Ribbon Colour and Stencil Control | |

The Imperial 66



INTRODUCTION TO KEYBOARD TECHNIQUE AND FINGER TRAINING

The Importance of a Right Beginning. To become really expert :

1. You must write absolutely by touch—which means that you must never once use your eyes to find a key ;
2. You must work the exercises intelligently and honestly.

The Mechanism of the Machine. Before beginning to type it is necessary to understand the function of certain parts of the machine. Study the illustrations of the machine you are operating. It is generally possible to obtain from the manufacturers a leaflet giving the different parts of the machine and their uses.

The following operations must be learned before starting to type :

1. Inserting and removing the paper : paper release.
2. Line spacing and carriage return.
3. Releasing the carriage for free movement.
4. Setting the margin stops.

Position at the Machine. The arms should hang naturally at the sides and the elbows must be kept well in. The forearms should be practically parallel with the slant of the keyboard. The position should be erect, with the body bent slightly forward in order to give balance. Stiffness must be avoided and the feet should both be kept on the floor. This is the best position to avoid fatigue, and fatigue causes errors.

Position of the Hands. The hands should rest lightly upon the keys of the " home " position. They should be relaxed sufficiently to allow flexibility in the fingers, hands and arms.

The Home Position. In the accompanying illustration the hands are in the " home " position ready to start typing. Practise until you can place them in this position accurately and rapidly. In actual work the hands frequently have to be removed from the key-board, and you should be able to replace them in position immediately. A good exercise for this is to put your hands in your lap, bring them up quickly into the home position, then back into your lap, and so on. Vary this by moving the hands to and fro between the home position and the carriage, between the home position and the line space lever. Then practise inserting a sheet of paper, returning the hands to the home position; removing the paper, returning the hands to the home position—until you can do the combined operations in a few moments.



Striking the Keys. The keys should be struck directly in the centre with a quick, sharp stroke, and with just enough force to drive the type lightly against the platen. The finger should recoil instantly. There must be no indecision. Aim from the beginning to type

rhythmically, that is, give the same time and force to each stroke. This is essential to even touch, accuracy and speed.

Method of Practice. At first, inspect your writing at the end of each line, noting errors and unevenness of touch. Later on, inspect only at the end of paragraphs ; and, finally, let accuracy become a habit and inspect only at the end of the page. Do not make any corrections. Above all, do not strike one letter on top of another. The making of occasional corrections by the aid of the eraser will be dealt with much later on. "Accuracy First" is a good slogan, but if you make a mistake, forget it and go on. Worrying about it will cause you to make another one.

In the initial stages of learning, practically all keys are reached from the home position. Later on, in the fingering of certain "runs" involving fingers of the same hand, the position of a succeeding key is located from the key just struck. For this reason the frequently recurring letter combinations are emphasised in the exercises that follow in order to carry you on to a more advanced type of operation as quickly as possible. By concentrating on the movements used in various combinations as the practice is carried on, mastering a step at a time, these movements will soon become automatic, and the attention will be free to concern itself with what is being typed.

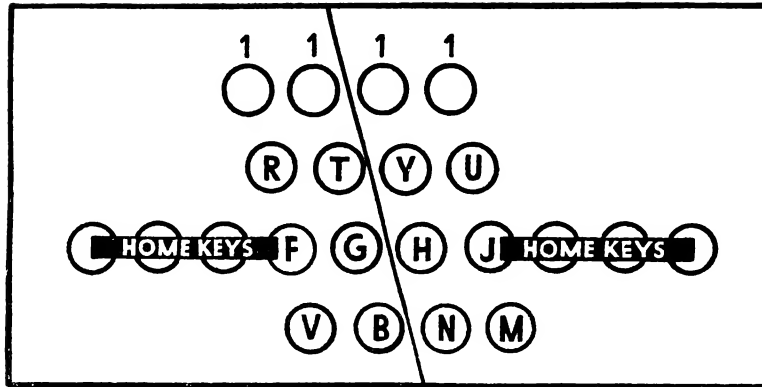
Exercises. Complete each exercise before starting another, whether you make mistakes or not.

Frequently review all these hints right through your course, but particularly during the early lessons.

SUMMARY OF CONTENTS

	Page		Page
<i>Alphabetic Sentences</i>	17, 22, 41, 46, 52	<i>Literary Work</i>	94
<i>Applying for a Position</i>	114	<i>Poetry and Plays</i>	98
<i>Business Letters</i>	37	<i>Roman Numerals</i>	21
<i>Capital Letters</i>	13	<i>Rules for Punctuation</i>	28, 31, 34
<i>Carbon Copying</i>	62	<i>Spacing after Punctuation Marks</i>	25
<i>Correction of Errors</i>	75	<i>Special Signs and Characters</i>	19
<i>Correction of Typescript</i>	79	<i>Specifications and Bills of Quantity</i>	89
<i>Development of Speed</i>	32	<i>Tabular Work</i>	66, 70
<i>Displayed Work</i>	53	<i>Telegrams and Cables</i>	80
<i>Duplicating</i>	84	<i>Theory Questions and Answers</i>	118, 119
<i>Envelopes and Postcards</i>	57	<i>Transcription</i>	75
<i>Filing Systems</i>	102		
<i>Legal Work</i>	106	<i>Appendix I (Business Abbreviations)</i>	120
<i>Line-End Division of Words</i>	27, 29	<i>Appendix II (Legal Abbreviations)</i>	122

FIRST LESSON



The letters shown on the diagram are operated by the first fingers, the line marking the division between the left and right hands. Place the hands in position on the home keys, the little fingers on a and ; and the first fingers on f and j. Locate each first-finger key by reaching for it from these home keys whilst keeping the other fingers in position. Directly you have struck a key, return the finger to the home key f or j. Strike the space bar with the thumb of the right hand.

First practise the reaches for r, v, u and m. Type the following exercise :

fr fv fr fv fr fv fr fv fr fv fr fv fr fv fr fv
ju jm ju jm ju jm ju jm ju jm ju jm ju jm ju jm ju jm

Keeping the other fingers in position on the home keys, next reach inwards for g and h, upwards and inwards for t and y, and downwards and inwards for b and n. Remember to return the finger to the home key f or j after each stroke.

gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh
ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty
bn bn bn bn bn bn bn bn bn bn bn bn bn bn bn bn bn

When you can locate all these keys quite readily, type the following exercise :

FIRST EXERCISE

Insert the paper so that the left-hand edge is at 0 on the scale, and set the margin stops at 10 and 70. Type the following combinations of letters—one line of each. Leave one space after each pair.

gu tu th hu fr ju tr bu ru nu
fu gy mu ur ut um un uy gh ub

Then add the third letter in each case, typing one line each of the following words:

guy	fry	run	mug	gun
tug	jug	nun	fur	buy
thy	try	fun	rut	ugh
hug	but	gym	hum	rub

Now type these words as a paragraph :

guy fry run mug gun tug jug nun fur buy
thy try fun rut ugh hug but gym hum rub

Repeat if you have errors.

SECOND EXERCISE

First type one line of each of the combinations of letters underlined in this exercise
Next type a line of each of the words and finally type the words as a paragraph :

<u>j</u> ury	<u>m</u> uff	<u>r</u> uby	<u>h</u> ymn
<u>my</u> th	<u>nu</u> mb	<u>tu</u> ft	<u>bu</u> ff
<u>gr</u> ub	<u>fu</u> ry	<u>ru</u> ng	<u>hu</u> nt
<u>bu</u> rn	<u>hur</u> t	<u>bu</u> ry	<u>tu</u> rn

jury muff ruby hymn myth numb tuft buff
grub fury rung hunt burn hurt bury turn

FEATURES OF MACHINE TO BE LEARNED

The paper release.

The space bar.

Line space and carriage return lever.

The margin stops.

The carriage release.

FIRST-FINGER RHYTHM DRILL

The gramophone is now a proved and recognised aid to the teaching of rhythm in typewriting. Records can be used with the rhythm drill exercises given in this book. It should be noted, however, that the drills can be given successfully without the use of the gramophone if desired, the beat of the rhythm being indicated by counting aloud, tapping with a baton, or in some similar manner ; e.g., for a three-letter word, the count would be " 1, 2, 3, space ; 1, 2, 3, space," and so on.

Set the margin stops at 15 and 65. Type one copy.

ffff gggg hhhh jjjj fghj ffff gggg hhhh jjjj fghj
rrrr tttt yyyy uuuu rtyu rrrr tttt yyyy uuuu rtyu
vvvv bbbb nnnn mmmm vbnm vvvv bbbb nnnn mmmm vbnm
fghj rtyu vbnm fghj rtyu vbnm fghj rtyu vbnm fghj

NUMERALS

The figures 4, 5, 6 and 7 are struck by the first fingers, 4 and 5 with the left-hand, and 6 and 7 with the right. Remember to keep the other fingers on the home keys.

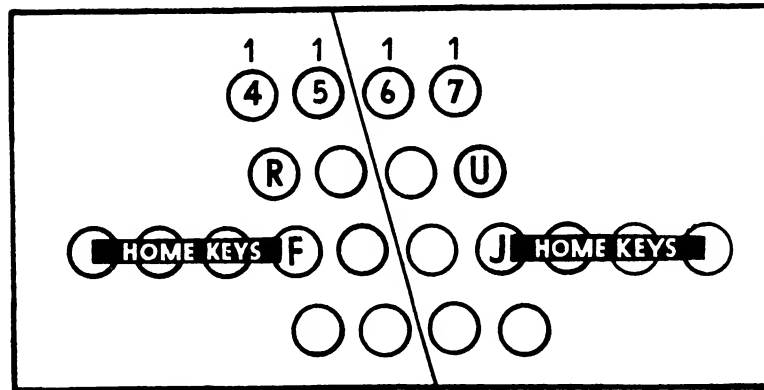


FIGURE EXERCISE

Set the margins at 15 and 65. Strike the space bar once after each group.

fr4f ju7j fr4f ju7j fr4f ju7j fr4f ju7j fr4f ju7j
fr5f ju6j fr5f ju6j fr5f ju6j fr5f ju6j fr5f ju6j

fr4567uj fr4567uj fr4567uj fr4567uj fr4567uj 4567
ju7654rf ju7654rf ju7654rf ju7654rf ju7654rf 7654

f4f f5f f4f f5f f4f f5f f4f f5f f4f f5f f4f f5f4f
j7j j6j j7j j6j j7j j6j j7j j6j j7j j6j j7j j6j7j

AUTOMATICS

These are frequently occurring words, and should be practised till they can be written automatically at speed. Set the margin stops at 10 and 70. Type one line of each word.

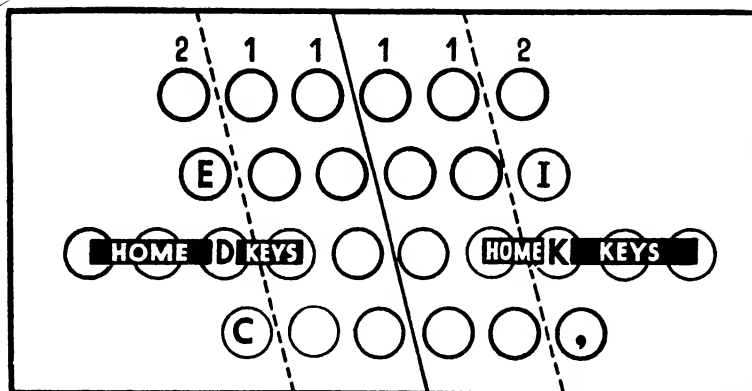
by but buy my run try turn hurt hunt truth hurry

ACCURACY TEST

Set the margin stops at 15 and 70. Type three copies.

my numb but hurt thumb hung my unhurt urn hung jury
but unhung thug buy my funny, hut by truth bury myth

SECOND LESSON



The second fingers are used for e, d, c and i, k, comma. Before attempting the exercise, practise a line of each of the following combinations of letters. Keep the other fingers on the home keys. *Strike the comma lightly.*

ded kik ert dfg cvb drt dce
dcd k,k iuy kjh ,mn kuy k,i

FIRST EXERCISE

Set the margin stops at 10 and 70. First type one line of the combinations of letters underlined. Next type one line of each of the words, working down the columns, and finally copy the paragraph.

<u>eye</u>	<u>met</u>	<u>ride</u>	<u>never</u>	<u>rebut</u>
<u>yet</u>	<u>ten</u>	<u>fire</u>	<u>theme</u>	<u>begin</u>
<u>get</u>	<u>bed</u>	<u>cent</u>	<u>eight</u>	<u>effect</u>
<u>jet</u>	<u>beg</u>	<u>tire</u>	<u>chief</u>	<u>direct</u>
<u>fit</u>	<u>here</u>	<u>fine</u>	<u>curve</u>	<u>entire</u>

eye met ride cent rebut yet ten fire theme
begin get bed never eight effect curve beg
yet tire chief direct fit here fine entire

SECOND EXERCISE

Type one line of each of the following words, afterwards typing them in paragraph form:

did	ice	vine	dried	bench
bin	high	give	might	juicy
cry	jerk	kind	third	check
big	trim	city	knife	return
rib	nine	nice	mercy	divide

did bin cry big rib ice high jerk trim mine
vine given kind city nice dried check might
divide third knife mercy bench juicy return

FEATURES OF MACHINE TO BE LEARNED

(Review parts learned in the First Lesson.)

The back spacer.

The scales.

The printing point.

AUTOMATICS

Type one line of each word. Refer to directions for Automatics on Page 5.

in	the	ever	given
it	did	here	buyer
me	end	even	greet
if	him	much	three
be	her	time	their
he	big	they	think

SECOND-FINGER RHYTHM DRILL

Type one line of each word and then copy the paragraph.

dike	cite	emit	thick	cried	grief	edify
high	cede	deck	fruit	freed	tried	dying

dike cite emit thick cried grief edify
high cede deck fruit freed tried dying

ACCURACY TEST

Make a copy of this test, leaving one space after a comma.

in it, in the, if it, if the, in time, the time, he did,
but the, if they, if there, very much, under the, in my,
might be, the effect, direct them, big return, give the,
in here, begin here, yet the, find the, during the time,
very much needed, if they find, in the event, my friend,
in reference, he decided, they did, in the end, even if,
remember hit every key in even time in the right rhythm,

Check your copy carefully. Retype any phrase having an error in it. Then make a second copy of the complete test.

NUMERALS

The figures 3 and 8 are struck by the second fingers. Practise the following exercises until the reaches can be made smoothly and without hesitation.

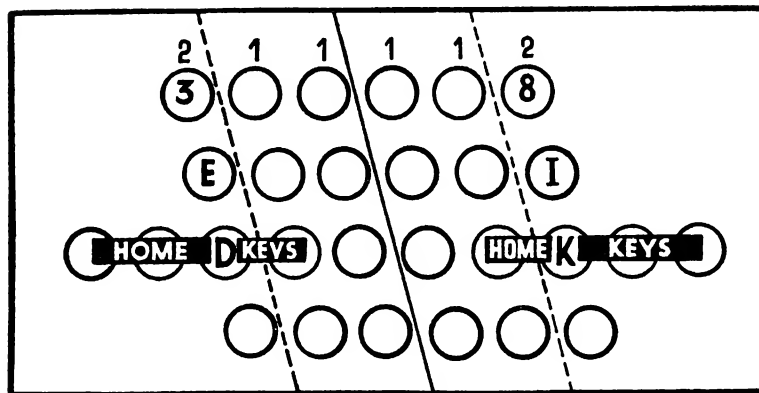


FIGURE EXERCISE

Set margin stops for a 60-space line. Strike space bar once after each group. Set line space adjusting lever for single spacing, but leave double spacing where shown in copy.

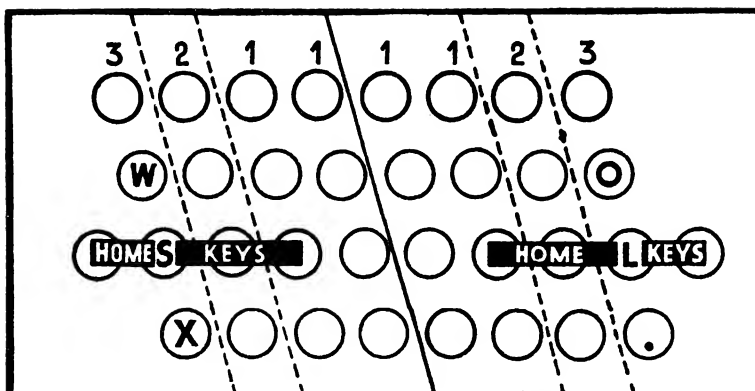
de3d ki8k de3d ki8k de3d ki8k de3d ki8k de3d ki8k de3d ki8k
d3ed k8ik d3ed k8ik d3ed k8ik d3ed k8ik d3ed k8ik d3ed l8ik

de345d de345d de345d de345d de345d de345d de345d de345d d3d
ki876k ki876k ki876k ki876k ki876k ki876k ki876k ki876k k8k

de345678ik de345678ik de345678ik de345678ik de345678ik d38k
ki876543ed ki876543ed ki876543ed ki876543ed ki876543ed k83d

de3fr4gt5 ki8ju7hy6 de3fr4gt5 ki8ju7hy6 de3fr4gt5 ki8ju7hy6
3ed4rf5tg 8ik7uj6yh 3ed4rf5tg 8ik7uj6yh 3ed4rf5tg 8ik7uj6yh

THIRD LESSON



Many students find the third fingers the most difficult to control, so do not be surprised if these fingers appear to have no strength in them. With a little practice you will soon develop a firm stroke. Drill on the following combinations of letters first. Remember to keep the other fingers on the home keys and to return the third fingers to the home position after each stroke. Strike the full stop lightly.

sws	l ol	wsx	ol.	wxs	o.l
sxs	l.l	xsw	.lo	xws	.ol

FIRST EXERCISE

Set the margin stops at 10 and 70. First type one line of the combinations of letters underlined. Next type one line of each of the words, and finally copy the paragraph.

<u>let</u>	<u>toll</u>	<u>some</u>	<u>must</u>	<u>while</u>
<u>old</u>	<u>glow</u>	<u>seem</u>	<u>such</u>	<u>child</u>
<u>new</u>	<u>felt</u>	<u>work</u>	<u>blue</u>	<u>close</u>
<u>well</u>	<u>like</u>	<u>know</u>	<u>these</u>	<u>since</u>
<u>tell</u>	<u>this</u>	<u>love</u>	<u>those</u>	<u>flight</u>

let toll some must while old glow seem such
child news like felt blue close well flight
know these since tell works this love those

SECOND EXERCISE

Make four copies : Set margin stops for a 50-space line

girl only wish owns less where fours skill smile
extol street useful misled circle debtor concern
fortune section mission useless dismiss commerce

FEATURES OF MACHINE TO BE LEARNED

(Review parts learned in Lessons 1 and 2.)

The margin release.

The paper guides.

AUTOMATICS

Set margin stops at 10 and 70. Type one line of each word.

is	or	see	who	will	were	would	wrote
to	we	you	our	like	hour	worth	which
us	do	two	why	wish	well	while	ought

THIRD-FINGER RHYTHM DRILL

Type one line of each word, and then type the words in paragraph form.

(NOTE : Give close attention to the touch of the third fingers. They are often the hardest to control, and no discouragement need be felt if they are slow to respond. The following words will strengthen and develop them.)

bold	list	west	silk	coin	vest
wild	with	bill	just	next	fill
mild	were	wins	does	oily	text

ACCURACY TEST

Set margin stops at 15 and 72. Type one copy ; repeat if you find errors.

two or three, three or four, four or five, five or six, six or seven, seven or eight, eight or nine, one of the first, but it will be, enter into the, begin with, nine out of ten, refer to the, we were not, one or the other of those men is wrong, we should like, in reference to, there will be, in connection with, we believe in, which must be, our judgment, under his direction, our letter.

NUMERALS

The figures 2 and 9 are struck by the third fingers.

(NOTE : On machines which do not include special numeral keys for 1 and 0, the small "1" and capital "O" are used.)

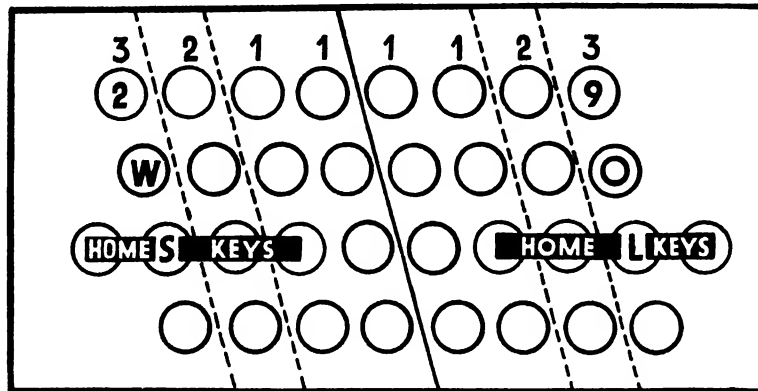


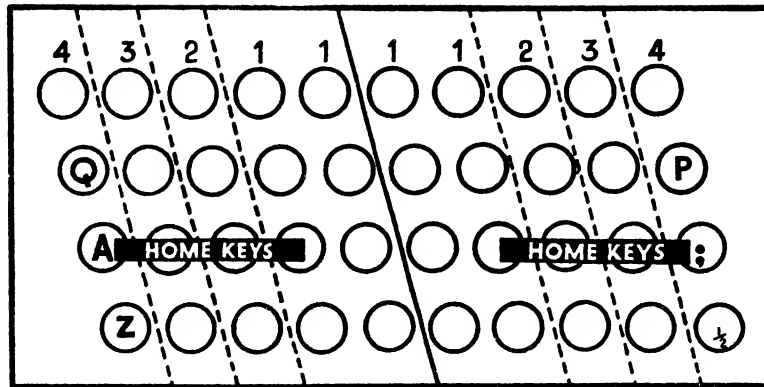
FIGURE EXERCISE

Set margins for a 60-space line. Repeat exercise until figures can be located without hesitation

sw2ws lo9ol sw2ws lo9ol sw2ws lo9ol sw2ws lo9ol sw2ws lo9ol
s2ws 19ol s2ws 19ol s2ws 19ol s2ws 19ol s2ws 19ol s2ws 19ol
s2s 19l s2s 19l s2s 19l s2s 19l s2s 19l s2s 19l s2s 19l s2s

s23456789l s23456789l s23456789l s23456789l s23456789l s219
198765432s 198765432s 198765432s 198765432s 198765432s 19s2

FOURTH LESSON



Care is necessary at this stage to see that the position of the hands is not altered, as operation of the little fingers tends to bring the elbows out from the sides. This tendency must be resisted.

Practise the following combinations of strokes, being sure to return the little finger to the home key after each "reach" up or down.

aqa ; p; aza ; $\frac{1}{2}$; qaz p; $\frac{1}{2}$ zaq $\frac{1}{2}$; p

EXERCISE

Set the margins at 10 and 70. Type first one line of each of the combinations underlined : then one line of each word. Finally type the words as a paragraph.

<u>art</u>	<u>same</u>	<u>after</u>	<u>appear</u>	<u>absent</u>
<u>hat</u>	<u>hand</u>	<u>speak</u>	<u>square</u>	<u>across</u>
<u>stop</u>	<u>plea</u>	<u>phase</u>	<u>impart</u>	<u>quaint</u>
<u>also</u>	<u>rage</u>	<u>price</u>	<u>person</u>	<u>supply</u>
<u>vast</u>	<u>lazy</u>	<u>extra</u>	<u>prompt</u>	<u>present</u>

art hat speak also vast same hand after rage lazy
plea stop phase price extra appear square present
impart persons prompt absent across quaint supply

FEATURES OF MACHINE TO BE LEARNED

(Review parts learned in Lessons 1, 2 and 3.)

The envelope holder. The paper side-guide.
The variable line-spacer and lock.

AUTOMATICS

Set margin stops at 10 and 70. Type one line of each word :

as	an	all	has	also	take	quite	usual
at	of	are	pay	that	what	equal	after
am	up	ask	was	many	dear	small	shall

FOURTH-FINGER RHYTHM DRILL

Type one line of each word ; then type once in paragraph form.

power	apply	piece	plain	reply	topaz
azure	equal	about	quart	amaze	apart
point	place	prove	price	plant	proof
quick	asked	quote	argue	amend	allow

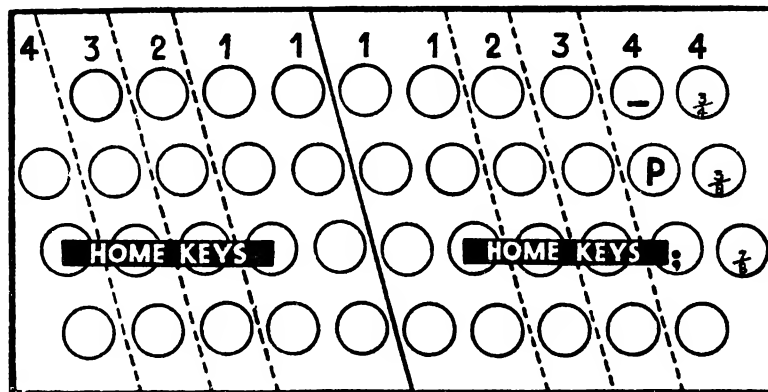
ACCURACY TEST

Set margin stops at 10 and 70. Type one copy ; repeat if you find errors. Leave two spaces after a semi-colon.

if you can; we have; at this time; and that; in this
 case; we should be glad; we should like; we received;
 we shall have; some time ago; in addition to; in your
 letter; with reference to; rather than; we wrote you;
 five hundred dollars; very truly yours; in the future;
 their attention; we hope that; last year; it has been

THE HYPHEN

The hyphen " - " is struck by the fourth finger of the right hand. Practise locating it, using " p " as an intermediate step. The hyphen should be struck lightly : no space should be left before or after it.



Set the margin stops for a 65-space line.

;p-; ;p-; ;p-; ;p-; ;p-; ;p-; ;p-; ;p-; ;p-; ;p-; ;p-; ;p-;
 ;-p; ;-p; ;-p; ;-p; ;-p; ;-p; ;-p; ;-p; ;-p; ;-p; ;-p; ;-p;

north-west north-west north-west north-west north-west north-west
 south-east south-east south-east south-east south-east south-east

well-known well-known well-known well-known well-known well-known
 co-operation co-operation co-operation co-operation co-operation;

so-and-so; so-and-so; so-and-so; so-and-so; so-and-so; so-so
 two-and-a-half; two-and-a-half; two-and-a-half; two-and-a-half

FIFTH LESSON

The letter reaches should now have been mastered, and some facility obtained. If the student has not acquired this facility, further practice on the preceding lessons is needed.

This lesson is planned still further to strengthen and train the third and fourth fingers. Concentrate your effort on acquiring correct habits of operation. Keep the wrists and fingers flexible. Avoid rigidity. The punctuation marks should be struck with a very *light touch*.

FEATURES OF MACHINE TO BE LEARNED

(Review parts learned in previous lessons.)

The shift key, and shift lock. The two-colour ribbon device.
The ribbon movements.

CAPITAL LETTERS

To type capital letters, depress the shift key firmly with the little finger and, while holding it down, strike the letter desired. *Do not strike the letter until the shift key is depressed to the fullest extent, and do not release the shift key until after the letter has been struck.* If the capital letter desired is on the *right-hand* side of the keyboard, use the *left* shift key and *vice versa*. For a succession of capitals, depress the shift-lock. Release by pressing the shift key.

DRILL ON THE SHIFT KEY

Practise the following combinations until you can operate the shift key smoothly and without hesitation ; it would be well to type one line of each.

Ju Fr Ki De Lo Sw Pl As Cr Mi Bo Ne Qu Or Gr Hu

Type each of the following sentences five times : if you have more than three mistakes, repeat the group.

Thomas Judd was appointed by the Committee.
She has written to Francis Kirkley.
Swansea is a seaport in Wales.
The film was showing at the Plaza and the Astoria.
Edinburgh is the capital of Scotland.
He attended the Educational Conference.
Liberia is situated on the West Coast of Africa.
Chicago is in Illinois, U.S.A.

AUTOMATICS

Set margin stops at 10 and 70. Type one line of each word.

got	true	term	enter	third	effort
red	sold	free	light	event	behind
due	form	duty	close	judge	entire
beg	told	mine	refer	begun	direct
nor	list	body	cover	fifth	recent
son	firm	tree	river	tenth	centre

THIRD- AND FOURTH-FINGER RHYTHM DRILL

Type one line of each word ; then type once in paragraph form.

back	will	next	want	away	sure
just	know	wish	hope	call	hour
over	long	said	glad	also	most
work	sent	made	many	down	must
only	like	year	help	into	feel

back just over work only will know long sent like
next wish said made year want hope glad many help
away call also down into sure hour most must feel

FIRST EXERCISE

Set margins for a 65-space line. Type each sentence five times.

Do not squander time, for that is the stuff life is made of.
Better do one act quickly than talk about a hundred for a day.
Life is not so short but that there is always time for courtesy.
Never trouble another to do for you what you can do for yourself.
Now is the time for all good men to come to the aid of the party.

SECOND EXERCISE

Set margins for a 66-space line. Type each sentence three times.

Truth is the foundation of knowledge and the cement of societies.
We have had to raise the price of many items in these catalogues.
Efforts made for the happiness of others lift us above ourselves.
If people profited by mistakes our typists should be millionaires.
We regret that there has been so much delay in filling your order.
The man who does right is called upon very often to show his grit.
The most extravagant people in the world are those who waste time.
A gay, serene spirit is the source of much that is noble and good.

THIRD EXERCISE

Type the following sentence ten times. If you find it difficult, practise it first phrase by phrase. Indent the first word of each paragraph five spaces. The dash is represented by a hyphen preceded and followed by a space. Set margin stops at 10 and 72.

Raphael paints wisdom, Handel sings it, Phidias carves it, Shakespeare writes it, Wren builds it, Columbus sails it, Washington arms it, Watt merchandises it. - Emerson.

Type as a paragraph, three times.

Accrington, Blackburn, Carlisle, Doncaster, Eastbourne, Farnham, Glasgow, Halifax, Ilford, Jarrow, Keighley, London, Manchester, Newport, Oxford, Peterborough, Quebec, Ramsgate, Southampton, Tonbridge, Uxbridge, Vancouver, Wareham, Xenia, Yarmouth, Zambesi.

FOURTH EXERCISE

Set margin stops at 10 and 75. Type each paragraph once. Repeat if errors occur. Leave three spaces after a period

When we have practised good actions awhile, they become easy; when they are easy, we take pleasure in them; when they please us, we do them frequently; and then, by frequency of act, they grow into a habit. Apply this to the vocabulary drills.

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.

January, February, March, April, May, June, July, August, September, October, November, December.

July was named after Julius Caesar and August after Augustus Caesar - both expert shorthand-writers.

ACCURACY TEST

Set margin stops at 10 and 70. Make two copies.

Few of the things that come to the man who waits are the things he has been looking for. The more business a man has to do, the more he is able to accomplish; for he learns to make every moment count. A man should never be ashamed to own that he has been in the wrong, which is but saying in other words that he is wiser to-day than he was yesterday. The chains of habit are too small to be felt until they are too strong to be broken. Be on the alert to write every word and sentence in rhythm, which simply means giving the same time and touch to each stroke.

SIXTH LESSON

In this lesson third and fourth-finger practice still predominates, so that the action of these fingers may be brought up to the standard of execution of the others. In using the fourth fingers care must be exercised to avoid a turning movement of the hand.

Punctuation marks must be struck with a much lighter touch than the other keys. Pay particular attention to the touch until it is habitually uniform in force, and take care that the strokes are made in *even time*.

“ WARMING-UP ” EXERCISES

In order to gain a thorough command of the keyboard the student will need to make a constant effort to practise on matter which covers the entire keyboard. The following exercises will serve to familiarise the student with the frequent sequences of letters.

With “ a ” as a starting point, combine it with every other letter on the keyboard, as follows :

aa, ab, ac, ad, ae, af, ag, ah, ai, aj, ak, al, am, an,
ao, ap, aq, ar, as, at, au, av, aw, ax, ay, az.

Then reverse the exercise, as follows :

aa, ba, ca, da, ea, fa, ga, ha, ia, ja, etc.

Take the letter “ b ” and treat it in the same way, and so on through the alphabet. These exercises will give every possible combination of letters and afford excellent practice in making the reaches. They will also serve to impress the location of each letter as perhaps no other exercise would.

NOTE.—Do not attempt to complete this exercise in one lesson. Take, say, two letters and write the exercises on these at the beginning of your typing lesson. Then continue with other work, returning to do two more letters at the beginning of each subsequent lesson until you can write these combinations rapidly and accurately.

AUTOMATICS

Set margin stops at 10 and 70. Type one line of each word :

call	each	room	board	paper
care	poor	same	carry	power
down	part	sure	cause	point
does	read	some	draft	party
deal	real	show	exist	above

RHYTHM DRILL

Type one line of each word ; then type once in paragraph form.

cure	five	truly	three	where	since
sour	need	every	these	while	shade
four	cold	never	first	those	under

cure sour four truly every never three these first
five need cold where while those since shade under

FIRST EXERCISE

Set margin stops at 10 and 70. Type the words in paragraph form six times.

six farther bad arrange ago afraid eat hold annual act law
automobiles sit yes copy director deal afternoon rain name
reason near lake unfortunate pass ran rightfully fact gave
nearly part conference aunt ball separate date immediately

SECOND EXERCISE

Set margin stops at 10 and 75 and type the following alphabetic sentences five times each. Leave double spacing between the sentences.

You spoke about having a ten-quart black zinc box joined firmly forward.

We dislike to exchange job lots of sizes varying from a quarter up.

The public were amazed to view the quickness and dexterity of the juggler.

Never send for a mechanic to examine and adjust your typewriter when its lazy or sluggish action may quite well be due to lack of oil.

The woods were ablaze with a mixture of vivid colours, and the cuckoo added his quaint note to the joyful piping of the birds.

Judgment by kindly critics should never quench our zeal but should give an extra impetus for work.

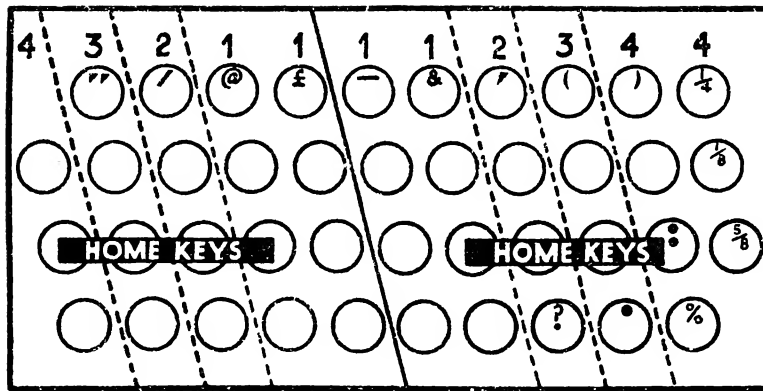
Sweet marjoram grew in luxuriant profusion by the window that overlooked the quaint Aztec city.

I endeavoured to puzzle the ex-spy by quickly jumping forward.

A quick movement of the enemy would jeopardize six gunboats.

Next day they were all equally amazed to see the grizzled veteran enter the ranks and march from the barracks to join in the parade.

The hazardous journey of the king had been accomplished in quiet safety through the wiliness of six native guides.



THIRD EXERCISE

Set margin stops at 10 and 70 and make three copies of each of the following lines.

w2 e3 r4 t5 y6 u7 i8 o9 w2 e3 r4 t5 y6 u7 i8 o9 1234567890

s2 d3 f4 g5 h6 j7 k8 l9 s2 d3 f4 g5 h6 j7 k8 l9 0987654321

FOURTH EXERCISE

Note.—These special signs are arranged slightly differently on some typewriters. If your keyboard differs from the above diagram, refer to the reverse side of the loose keyboard chart.

Type each of the following combinations three times and make three copies of the sentence.

"2 /3 @4 £5 _6 &7 '8 (9)-

(9 - 3) £6 10 @ 8/- 251 W. & T. 7' 4"

O'Hare & Co., 1684 bags pure "Star" salt, £7 6s. 5d.

4¼ 8½ 3⅛ 10⅝ 6⅞ 12½% 5⅜ 4:20::3:15

ACCURACY TEST

Set margin stops at 10 and 70, and make three copies of the following extract. Use single spacing. Remember to leave two spaces after a colon.

We have a definite income: and in one aspect at least the universe has been just to us: we have just twenty-four hours a day income from God: and the wonderful thing about this income in time is that we can save it only by spending it. If we would save our shillings and our pennies we must put them away, not spending them in the ordinary routine of life; but if we would save our hours and our moments we must spend them, and the more completely they are spent for ends that are worth while, the more they are converted into capital of character, intelligence and power. - Griggs.

SEVENTH LESSON

Note that in typewriting a dash is represented by a hyphen having a space before and after it. No space should be left before a colon or a semi-colon.

SPECIAL SIGNS AND CHARACTERS

Some of the characters can be used as special signs (e.g., *apostrophe* for minutes—20', or *quotation sign* for seconds—10"), but several signs not on the keyboard may be made by holding down the space bar and striking two letters one on top of the other. The following exercises will give the necessary instruction and practice :

FIRST EXERCISE (1)

APOSTROPHE gives feet (18') and minutes (15')
QUOTATION MARKS give inches (6") and seconds (30")
HYPHEN gives dash (-) and minus (4 - 2)
SHILLING SIGN makes fraction (6-1/9 - six and one-ninth)
SMALL x gives multiplication sign (2 x 2)
QUOTATION MARKS give diaeresis, thus ë
COMMA gives cedilla, thus ç

FIRST EXERCISE (2)

ASTERISK is made by small x and hyphen, thus *

EXCLAMATION SIGN	is	made	by	apostrophe and full stop,	thus !
DIVISION	"	"	"	colon and hyphen,	thus ÷
DOLLAR	"	"	"	shilling sign and S,	thus £
DAGGER	"	"	"	capital I and hyphen,	thus †
CENT	"	"	"	small c and /,	thus ¢

The following require movement of the paper by the interliner (or line space disengaging lever) :

† DECIMAL POINT by full stop slightly raised, thus 82.6
† DEGREE by small o raised, thus 10°
EQUALS by two hyphens, one slightly raised, thus =
SECTION by two s's, one above the other, thus § or ¶

† In practice many people use the full stop on the line.

AUTOMATICS

Set margin stops at 10 and 70. Type one line of each word.

away	both	about	allow	accept
bill	cost	agent	annum	agency
best	come	again	avoid	answer
back	came	along	bring	around
book	city	alone	build	annual

RHYTHM DRILL

Set margin stops at 10 and 70. Type one line of each word ; then type once in paragraph form.

until	school	receive
seven	little	warning
known	street	through
whole	course	nothing
whose	people	believe
court	friend	thought

until seven school little receive warning
known whole street course through nothing
whose court people friend believe thought

SECOND EXERCISE

This exercise provides practice in the use of the shift key. Note that no space should be left between brackets and the word enclosed. Set margin stops at 10 and 75. Make two copies.

COUNTIES OF THE BRITISH ISLES (1)

ENGLISH:

Bedfordshire (Beds.), Berkshire (Berks.), Buckinghamshire (Bucks.), Cambridgeshire (Cambs.), Cheshire (Ches.), Cornwall, Cumberland (Cumb.), Derbyshire (Derby.), Devonshire (Devon), Dorset, Co. Durham, Essex, Gloucestershire (Glos.), Hampshire (Hants.), Herefordshire (Hereford.), Hertfordshire (Herts.), Huntingdonshire (Hunts.), Kent, Lancashire (Lancs.), Leicestershire (Leics.), Lincolnshire (Lincs.), Middlesex (Middx.), Monmouthshire (Mon.), Norfolk, Northamptonshire (Northants.), Northumberland (North'd.), Nottinghamshire (Notts.), Oxfordshire (Oxon.), Rutland, Shropshire (Salop), Somerset (Som.), Staffordshire (Staffs.), Suffolk, Surrey, Sussex, Warwickshire (Warwicks.), Westmorland, Wiltshire (Wilts.), Worcestershire (Worcs.), Yorkshire (Yorks.).

THIRD EXERCISE

Set margin stops at 10 and 75. Make three copies. (It should be noted that in type-writing the apostrophe is represented by the sign on the '8' key.)

A writer says of thinking: "There is a well of thought which has no bottom; the more you draw from it, the more clear and fruitful it will be. If you neglect to think yourself, and use other people's thoughts, giving them utterance only, you will never know what you are capable of. At first your ideas may come out in lumps, homely and shapeless, but no matter; time and perseverance will arrange and polish them. Learn to think and you will learn to write; the more you think, the better you will express your ideas."

EIGHTH LESSON

ROMAN NUMERALS

All typists should familiarize themselves with the representation and use of Roman Numerals. Study the following list carefully:

<i>Arabic Numeral</i>	<i>Roman Numeral</i>
1	I (use capital "i" and not small "l")
5	V
10	X
50	L
100	C
500	D
1000	M

The following rules will help you to build up the numbers between those noted above:

1. Characters placed *after* the above signs *ADD* to their value:

VI=6 XII=12 LV=55 CVIII=108

2. Characters placed *before* the above signs *SUBTRACT* from their value:

IV=4 IX=9 XL=40 XC=90

Note that only one character may precede a numeral, and as it has to be subtracted from that numeral, it must be of lesser value:

I may precede V or X e.g., **IV = 4 IX = 9**
X „ „ **L** or **C** **XL = 40 XC = 90**
C „ „ **D** or **M** **CD = 400 CM = 900**

Characters following the numeral are added to it. No full point is necessary after groups of Roman numerals.

Copy the following examples and study them carefully:

I	II	III	IV	V	VI	VII	VIII	IX	X
1	2	3	4	5	6	7	8	9	10
XI	XII	XIII	XIV	XV	XVI	XVII	XVIII	XIX	XX
11	12	13	14	15	16	17	18	19	20
XXIV	XXIX	XXXIX	XLV	LIV	LX	LXXX	XCIX	CXVI	
24	29	39	45	54	60	80	99	116	
CCVIII	CCCIV	CDIII	DC	DCCC	CM	M			
208	304	403	600	800	900	1000			

The addition of a small line over the character increases its value a thousand times:

V̄=5000 D̄=500,000

Roman Numerals are used:

1. For chapter headings, e.g., Chapter **XXIV**.
2. In the titles of Kings and Queens: e.g., Henry **VIII**, Elizabeth **II**.
3. Sometimes for the year: e.g., **MCMLIV**=1954.

Small Roman numerals are sometimes used in official documents to indicate sub-sections, and often in the prefaces of books: lower-case characters are used.

i ii iii iv v vi vii viii ix, etc.

EXERCISES

The exercises given in this lesson are designed to increase further your facility in the operation of the keyboard.

Attempt to make your work as neat as possible. In order to do this the touch must be absolutely even, the arrangement symmetrical and well balanced.

Keep your eyes on the "copy" *always*. If particular combinations of letters give you trouble, select a few words containing such combinations and practise them until you overcome the difficulty. All the time you now spend in learning the correct method will be time well invested. Some students wish to pass too quickly to display work. This is unwise : a *skilled* keyboard-operator learns display work infinitely faster than one whose fingering is slow or uncertain.

AUTOMATICS

Set margin stops at 10 and 70. Type one line of each word.

send	them	start	these	amount
seem	than	still	those	almost
said	this	study	there	appear
soon	talk	stock	truly	attend
says	till	state	today	afraid

RHYTHM DRILL

Type one line of each word ; then type once in paragraph form.

house	again	meant	reach	stamp	thank
board	words	least	woman	happy	towel
dirty	reply	small	value	early	great
madam	spend	clean	heard	black	quart

FIRST EXERCISE

Set margin stops at 10 and 75 and copy the following sentences three times each.

The exceedingly quick brown foxes jumped over the lazy hound.

We just quickly extemporized rafts to leave the sinking boat.

The buzz of animated colloquy greatly vexed Professor Jackwell.

While making deep excavations we found quaint bronze jewellery.

FIRST EXERCISE (continued)

A larger equipment would make it possible for the junior zoology class to get very much better results from its experiments.

The firemen thought it would jeopardize many lives if they did not acquaint the inmates of the extreme danger of the falling bricks.

SECOND EXERCISE

In typing the following sentences aim at a smooth and rhythmic action. Try to eliminate all hesitation and waste motion. Repetition of such sentences lays a good foundation for speed. Set margin stops for a 65-space line.

For if we like to do a thing, we do it as well as it is in us to do it.

I shall try each day to do my work better than I did it the day before.

Do the thing that ought to be done when it ought to be done, whether you like it or not.

If you are not what you would be, act as you would act if you were what you would be.

Great men hold fast to their visions; that is why they are great.

THIRD EXERCISE

Set margin stops for a 65-space line. Type one copy ; if there are errors, re-type.

(It should be noted that in typewriting the apostrophe is represented by the sign on the '8' key.)

He has achieved success who has lived well, laughed often, and loved much; who has gained the respect of intelligent men and the love of little children; who has filled his niche and accomplished his task; who has left the world better than he found it, whether by an improved poppy, a perfect poem, or a rescued soul; who has never lacked appreciation of earth's beauty or failed to express it; who has looked for the best in others and given the best he had; whose life was an inspiration; whose memory is a benediction. - Stanley.

NINTH LESSON

Spacing in the body of matter is frequently a cause of indecision in the typist. Type out the following instructions till you know them, and have a perfect copy to keep for reference. (Use the same spacing and indentations shown in the copy.)

SPACING AFTER PUNCTUATION MARKS

Allow three spaces

After each sentence completed by a full stop, an exclamation mark or a question mark.

Example: Is this right? Help! I agree. That is the basis of my argument.

Allow two spaces

(1) After a colon or semi-colon.

Example: Small debts are like small shot; they rattle on every side, and can scarcely be escaped without a wound: great debts are like cannon; of loud noise, but little danger. - Johnson.

(2) After an interrogation mark and a quotation mark occurring in the body of a sentence.

Examples: "What have you to say?" he asked.

Allow one space

(1) After a comma.

Example: Love, honour, duty and right were forgotten.

(2) After a full stop indicating an abbreviation.

Examples: He was allowed 5 per cent. on the 6 cwt. of sugar.
Dr. A. J. Bowers will lecture on the 6th Sept.

Allow no space

(1) Before or after the hyphen in compound words.

Examples: non-inflammable, ill-used.

(2) Before or after the apostrophe, when occurring within a word.

Examples: Don't; Mary's lamb; the boy's book.

(3) After abbreviations of two or more words in succession.

Examples: D.Sc.; F.R.G.S.; f.o.r.; p.m.; e.g.

(4) Before or after comma dividing figures.

Examples: 2,047; 33,416; 1,413,568.

(5) Between two punctuation marks following consecutively.

Example: Address your enquiry to H. Walters, Esq., and post it at once.

(6) Between quotation marks or parentheses and the matter enclosed.

Example: Your reference to the "Oceanic" (due to arrive tomorrow) has no bearing on the matter.

AUTOMATICS

Set margin stops at 10 and 70. Type one line of each word.

then	went	want	occupy	across	abroad
tell	wire	value	assure	advise	become
upon	with	since	access	affect	bottom
work	week	spent	adjust	arrive	beyond

RHYTHM DRILL

Set margin stops at 10 and 70. Type one line of each word, then type once in paragraph form.

oblige	summer	running	tomorrow	marriage	according
action	winter	between	director	complete	character
change	company	written	together	something	principle
matter	neither	country	question	cordially	provision

company tomorrow something action neither directors
cordially running together according matter between
country character written marriage principle winter
questions summers oblige changes complete provision

ACCURACY TEST

Read the following instructions carefully, and make three copies of each of the paragraphs and of the letter used as illustrations :

One of the first points to be considered in connection with " setting out " typewriting is the proper arrangement, to the best advantage, of the paragraphs. There are three different styles of paragraphing. They are :

An INDENTED PARAGRAPH : one in which the first word starts on a new line and is set forward from the left-hand margin five spaces. This is by far the commonest form.

In the railway industry the trade unions are preparing demands for improvement in wages and conditions, while the railway companies are preparing counter-demands for reductions.

A HANGING PARAGRAPH : one in which the first word starts at the left-hand margin, but all other lines start further forward. This form has the effect of throwing into prominence the first word.

Committee Members are asked to assemble in the Blue Room at 7:45 on Monday evening next. The meeting will open at 8:30 promptly, but it is hoped to have some general discussion before the formal proceedings.

Club Members are asked to send in their subscriptions to the Secretary without delay, and to return their voting papers.

A BLOCK PARAGRAPH : one in which all the lines commence at the same degree of the scale. This form is generally reserved for special paragraphs or quotations within the body of the writing, of which all lines are indented from the original left-hand margin.

Sir,

I am directed by the Council to inform you that a letter has been received from the Association requesting replies to the following questions:

1. Are you in favour of a reduction in the existing direct taxation, and, if so, will you name the taxes you think can reasonably be modified?
2. Do you consider that the Budget expenditure can be further reduced?

The letter has been referred to the Law and Parliamentary Committee and you are invited by the Chairman of that Committee to submit any evidence or opinions that may help them in their deliberations.

Yours faithfully,

TENTH LESSON

The objects of the instructions given below are two-fold : they should teach you how to punctuate your typescript and they should afford practice in all that you learned in Lesson Nine. Follow the rules you have already learnt for spacing after punctuation marks and for paragraph indentation. Remember that the rules for printing *do not apply* to typescript. (It should be noted that in *typescript* no space is left before a colon or a semi-colon.) Under-score to indicate italics.

Division of Words :

At line-ends, never divide words of one syllable, nor the plurals of such words as *niece*, *brush*. Divide a word according to syllables, and as far as possible let the portion of a word carried to a second line begin with a consonant.

Never divide a syllable of one letter from the rest of the word, as *a-gain*, *rock-y* ; nor divide sets of figures ; nor make a division in a name with the initials on one line and the surname on the other.

As a rule, divide between a prefix and the letter following it. Examples : *ante-cedent*, *dis-pose*, *con-dition*, *pre-fix*.

Divide between a suffix and the letter which precedes: for instance, before *ing*, *ment*, *ish*, *ble*, *ible*, *est*, *tion*, *ful*. Examples : *divid-ing*, *advance-ment*, *Swed-ish*, *crum-ble*, *aud-ible*, *tru-est*, *ac-tion*, *aw-ful*.

Note.—*It is not advisable to divide a word before ed, ly, or er. As the necessary hyphen would occupy one space, the completion of the word would take only one space more. The R.S.A. examiners do not approve of divisions with only two letters carried over.*

When the final consonant of the root word is doubled, divide between the two letters. Examples : *equip-ping*, *omis-sion*, *excel-lent*.

Never divide *th* as pronounced in *the* or *with* ; *ph* as in *stenograph* ; *ng* as in *ring* ; *gn* as in *resign* ; *gh* as in *tough* ; *tch* as in *catch*.

When in doubt about the division of a word, follow the syllabification as shown in the dictionary. (See list for practice on Page 29.)

Capital Letters are used :

1. For any important word in a title ; such as, “ Letters from a Self-made Merchant to his Son.”
2. For proper nouns and adjectives derived from them, names of people, cities, countries, streets, names of days and months. Examples : *Irish*, *Scotland*, *Friday*, *June*.
3. For the first word in the complimentary close of letters, and for the first letter of the first word in every sentence and line of poetry.
4. For new paragraphs in legal documents. Sometimes a whole word, such as *WHEREAS* or *AND WHEREAS* appears in capitals.
5. For most abbreviations and degrees ; as *C.O.D.*, *M.A.*, *Mus.Bac.*

6. For titles of honour or respect, and names of the Deity. Examples : *General, Lord.*
7. For Roman numerals : (use *Capital I not 1*) I, II, V, LI, XLVI, M, C, D.
8. For words of special importance and where emphasis is desired.

The Period or Full Stop is used as follows :

1. To mark the close of an ordinary sentence.
2. After initials and abbreviations ; as H. G. Wells, P. & O. Steamer, E. & O. E., f. o. r. No stop is necessary after 1st, 2nd, 3rd, etc. After Mr., Mrs., Messrs., Dr., etc. (where the last letter of the abbreviated form is the same as that of the full word) the insertion of the period is optional.
3. For leader dots in tabular work, either in groups of three or continuously : as,
 Business Letters... page 123
 Legal Work „ 144
4. After numbers or letters introducing paragraphs.
5. For decimals, and to show division of hours and minutes, etc., as, 12·5 per cent.
 The train goes at 4.45 p.m.
6. To mark omission. Three interspaced stops are sufficient ; as, “The gentlest thing in the world will over-ride the strongest. . . . To remain gentle is to be invincible.”—*Laotze*.

Note.—Omit the full stop from title pages and headlines unless the meaning suffers in consequence.

The Comma indicates a slight pause in a sentence, and is used :

1. Between repeated adjectives, nouns, etc., as,
 “ Alone, alone, all, all alone,
 Alone on a wide, wide sea ! ”—*Coleridge*.
2. To isolate a noun or the name of a person or thing addressed ; as, “ O, thou monster Ignorance, how deformed dost thou look ! ”—*Shakespeare*.
3. After an introductory expression, such as “ Dear Sir,” “ Firstly,” “ Indeed,” “ Ladies and Gentlemen,”.
4. Before and after words and phrases in parenthesis, such as “ however,” “ therefore,” “ nevertheless,”.
5. To divide numbers into groups of three figures ; as, 314,567,000.

Commas are omitted in the following groups of figures :

Years ; as in “ 1940.”
 Page and telephone numbers.
 Numbers of money orders, cheques, etc.

6. To separate sets of titles, such as L.R.C.P., M.R.C.S. ; but in the names of Limited Companies, commas are superfluous : as, William E. Harvey & Co. Ltd.

EXERCISE ON LINE-END DIVISION

Type the following list of words, indicating the line-end division by inserting the hyphens. (The words are selected from the 5,000 most common words list.)

Note.—*The divisions shown are not necessarily the only ones permissible in these words, but they are judged to be the most suitable. Even experts disagree as to the principles to be followed in determining line-end division. If these examples are studied and followed, however, they should form a very good general guide. Always remember that the part of the word left on the first line should, if possible, suggest the complete word. Etymology and syllabification cannot always be taken into consideration.*

elimi-nate	per-manent	situa-tion	mem-ory
terri-tory	chil-dren	dur-able	com-petition
regard-less	mini-mum	contro-versy	com-ment
fac-tories	intel-li-gent	separ-ate	regis-tra-tion
inter-national	rheuma-tism	presen-ta-tion	mechan-ical
question-naire	can-di-date	specific-ally	har-mony
responsi-bility	compan-ion	con-fer-ence	charac-ter-istic
tri-umph	inexplic-able	accom-moda-tion	bunga-low
neces-sarily	auto-mo-bile	profes-sion	com-mit-ted
bank-ruptcy	prob-lem	remem-brance	compari-son
cur-rent	particu-larly	inde-pen-dent	inven-tory
ban-quet	photo-grapher	senti-ment	engin-eer
pictur-esque	discre-tion	author-ised	subscrip-tion
bulle-tin	pneu-mo-nia	never-theless	south-ern
stren-uous	restau-rant	ami-able	thou-sand
cata-logue	young-est	organi-sa-tion	deci-dedly
nota-tion	unsatis-fac-tory	drama-tic	sta-tion-ery
corre-spon-dent	earli-est	elec-trical	sur-rounded
geom-etry	cate-gory	indus-trial	grati-tude
sched-ule	repre-senta-tive	impa-tient	opposi-tion
mer-chan-dise	labora-tory	effici-ency	guar-antee
legis-la-ture	curi-osity	ther-mo-meter	disarma-ment
democ-racy	furni-ture	knowl-edge	negotia-tion
per-cent-age	valua-ble	hos-pital	chem-istry
change-able	inter-rupted	com-pe-tent	practic-able
pamph-let	incident-ally	solilo-quy	per-suade
proce-dure	appen-dices	prin-ci-pal	undoubt-edly
ter-minus	pro-gramme	memo-randum	affi-davit
radi-ator	conve-nient	avoir-du-pois	rever-ence
collat-eral	obliga-tion	rou-tine	delin-quent
occu-pier	scien-tific	illustra-tion	para-mount
self-ish	certifi-cate	parlia-ment	shad-ow
philoso-phy	mahog-any	grac-ious	preju-dice
auto-graph	some-one	ridic-ulous	sad-dle
steno-grapher	benefi-cial	prospec-tive	conse-quence
men-tal	transla-tion	miscel-laneous	fed-eral
unani-mous	more-over	happi-est	divi-sion

AUTOMATICS

Set stops at 10 and 70. Type one line of each word.

word	feel	world	belong	change
year	five	alive	before	clause
cast	give	ahead	better	cannot
four	gave	young	charge	cancel
full	gone	early	credit	custom
fact	high	where	course	desire

RHYTHM DRILL

Set stops at 10 and 75. Type one line of each word ; then type once in paragraph form.

busy full often awful become second change except written service
kill size maybe state forget sister matter person country certain
noon thus learn heart unless coming prompt rather herself against

FIRST EXERCISE

Set margin stops for a 65-space line. Make two copies.

COUNTIES OF THE BRITISH ISLES (2)

SCOTTISH:

Aberdeenshire, Argyllshire (Argyll.), Ayrshire (Ayr.), Banffshire (Banff.), Berwickshire (Berwick.), Caithness, Clackmannan, Dunbartonshire, Dumfriesshire (Dumfries.), Elgin, Fife, Forfar, Haddingtonshire, Inverness-shire, Kincardineshire, Kirkcudbright, Kinross, Lanarkshire (Lanark.), Linlithgowshire, Midlothian, Nairnshire, Peeblesshire (Peebles.), Perthshire (Perth.), Renfrewshire (Renfrew.), Ross-shire (Ross.), Roxburghshire, Selkirkshire, Stirlingshire (Stirling.), Sutherland, Wigtownshire (Wigtown.)

SECOND EXERCISE

Note.—The first number in the parentheses indicates the total number of words ; the second the stroke intensity. (For explanation, see pages 35 and 107.)

Set margin stops for a 60-space line. Type three times.

Be your character what it will, it will be known;
and nobody will take it upon your own word. Never
imagine that anything you can say yourself will varnish
your defects, or add lustre to your perfections; but on
the contrary it may, and nine times in ten will, make the
former more glaring and the latter obscure. If you are
silent upon your own subject, neither envy, indignation,
nor ridicule will obscure or allay the applause which you
may really deserve; but if you publish your own panegyric,
upon any occasion or in any shape whatsoever, and however
artfully dressed or disguised, they will all conspire
against you, and you will be disappointed of the very end
you aim at. - Chesterfield. (121 - 5.6)

ELEVENTH LESSON

Make a correct typed copy of the following instructions just as you did in Lesson Ten, and see that you master and learn them. Underscore to denote italics.

The International Contest Rules provide for two hyphens to be used for a dash, with no space before or after, but the R.S.A. examiners do not accept this usage. They instruct the use of a hyphen preceded and followed by a space.

The Semi-Colon is used :

1. To separate clauses which require a longer pause than a comma ; as,
The art of success is not to succeed every time, but always to have something else up your sleeve ; to fall, but to fall on your feet ; to reckon always on missing, and to be ready to strike again.—*Crane*.
2. Generally before i.e., e.g., viz., as, hence, etc., when followed by an illustration.

The Colon is used :

1. To mark a longer pause than a semi-colon ; as,
In Sainsbury's introduction to Thackeray's legend of the Rhine occur these words : "Write your letter as stinging as you possibly can : keep it a night, and put it in the fire next morning."
2. To introduce a quotation, example, etc., or an enumeration of particulars, preceded by such expressions as "these words," "as follows," "to proceed," "to sum up."

The Hyphen is used :

1. To join compound words and expressions, as never-to-be-forgotten, anti-British, pro-German.
2. To separate two syllables, one ending and the other beginning with the same vowel, as pre-eminent, re-enter, co-ordinate, and after the prefix "re" in such words as re-cover, re-lease, re-press, to distinguish them from recover, release, repress.
3. To indicate the word "to" in certain special cases ; e.g., 1936-1940, Paris-Lyons-Mediterranean Railway.
4. Between numbers and fractions written in words ; as, twenty-three, nine-tenths.
5. To divide words at line-ends.
6. To represent hesitating speech or stammering ; as,
A nervous little man entered a chemist's shop and asked for some weed-killer. The chemist eyed him suspiciously, whereupon the man explained : "Oh, i-it's all r-right. I'm a b-bachelor !"

The Dash is used :

1. To indicate emphasis, repetition and explanation ; as,
There is an idea abroad among moral people that they should make their neighbours good. One person I have to make good—myself. But my duty to my neighbour is much more nearly expressed by saying that I have to make him happy—if I can—*R. L. Stevenson*.

2. To mark a sudden change in the construction of a sentence; as, "Yes, but—I cannot argue the matter any longer."
3. Sometimes used instead of brackets, for parenthesis; as,
 I have got speed—real speed—I always finish in front of the speaker.
 The appreciation of humour—not necessarily accompanied by laughter—has a tonic effect.

Set margin stops for a 65-space line. Make two copies.

COUNTIES OF THE BRITISH ISLES (3)

WELSH:

Brecknockshire (Brecon.), Cardiganshire (Cards.), Carmarthen-shire (Carm.), Caernarvonshire (Caern.), Denbighshire (Denbigh.), Flintshire, Glamorganshire (Glam.), Anglesey, Merionethshire (Merioneth.), Montgomeryshire (Mont.), Pembrokeshire (Pem.), Radnorshire.

ISLANDS:

Isle of Man, Isle of Wight, Orkneys, Shetlands, Scilly Isles.

DEVELOPMENT OF SPEED AND ACCURACY

Accuracy is of first importance. Speed is worse than useless unless it is built on a foundation of accuracy *and must never be attempted at the expense of accuracy*. You should thoroughly master these hints before attempting the first simple speed tests.

(1) Speed comes from rhythm and continuity—not from spasmodic efforts to strike a great many keys in any particular given time.

(2) Before attempting speed "warm up" on the *automatics*. First write the word slowly, until it can be fingered in a smooth, rhythmic movement. Concentrate on the letters and their positions. Then gradually increase the speed until you begin to make errors. At that point stop immediately and begin again with the next word, and so on.

(3) Do not ignore word practice because it does not seem practical. More can be accomplished in a given time in the way of gaining independent finger control, and accelerating finger action, by word practice than by writing connected matter, because the former is intensive while the latter is extensive—in continuous writing there is much repetition of simple words such as *and*, *the*, *of*, etc. Moreover, word practice should not be uninteresting if tackled in the right spirit.

(4) For the most part, work just within your own speed limit, paying attention to style; but at intervals make the effort to push that limit a little further on.

AUTOMATICS

Set stops at 10 and 70. Type one line of each word.

half	home	kind	amiss	issue
hand	into	late	claim	local
hold	just	last	debit	might
hope	know	life	found	money
help	live	look	first	price

SPEED TESTS

NOTE.—You should be able to write these tests at about 20 words a minute. The figures at the end of the tests indicate (a) the number of words in the paragraph; (b) the average number of strokes per word.

The average number of strokes in each word will enable you to see at once whether the matter is easy or difficult. Most examining bodies check speed tests on a basis of 5 strokes a word. Matter which works out at less than 5 strokes a word is therefore below examination standard.

We are not sent into this world to do anything into which we cannot put our hearts. We have certain work to do for our bread and that is to be done strenuously ; other work to do for our delight and that is to be done heartily ; neither is to be done by halves or shifts, but with a will ; and what is not worth this effort is not to be done at all.—*Ruskin.* (74-4.6)
349 strokes

Every action is a wise or unwise investment for future dividends. The past is gone ; what we call the present moment goes over to the past even while we are saying the word, leaving only the future in which to work and enjoy. Whatever we do is done for an effect in that future, be it near or far, a minute or a year. Consider well, then, the effect you are trying to produce. (74-5.1) 382 strokes

I love the man that can smile in trouble, that can gather strength from distress, and grow brave by reflection. It is the business of little minds to shrink ; but he whose heart is firm, and whose conscience approves his conduct, will pursue his principles unto death. My own line of reasoning is to myself as straight and clear as a ray of light. —*Paine.* (64-5.4) 351 strokes

The local interests of a state ought in every case to give way to the interests of the Union ; for when a sacrifice of one or the other is necessary, the former becomes only an apparent, partial interest, and should yield on the principle that the small good ought never to oppose the great one. When you assemble from your several counties in the legislature, were every member to be guided only by the apparent interests of his county, government would be impracticable. (83-5.7) 475 strokes

TWELFTH LESSON

As in former lessons, make a typed copy of the instructions given below. They will form excellent accuracy practice ; but remember, you must learn and apply the rules. This is not merely an exercise in typing.

The Inverted Commas, or Double Quotation Marks, are used :

1. To enclose the words of a speaker ; as,
A little boy once asked the question, "Daddy, who was Hamlet ?" His father replied, "Aren't you ashamed of your ignorance at your age ? Bring me the Bible and I will soon show you who he was."
2. To enclose a quotation ; as,
On the notice board of a Whitechapel Church appeared the following anatomical pleasantry : "It is easier to smile than to frown. To frown you use 64 muscles, and only 13 to smile."
3. As a substitute for the word "ditto" in columns.
4. For titles of books, newspapers, names of vessels, plays, etc.
5. For inches and seconds in measurements.

The Apostrophe is used :

1. To indicate a missing letter in a word, e.g., isn't, I'll.
"We'll set thee to school to an ant, to teach thee there's no labouring i' the winter."
2. To show the possessive case ; as, "The Government's policy."
Words ending in s take 's in the possessive. *St. James's Church* is correct. Exceptions to the rule are : (1) Plural nouns ending in s take the apostrophe only, as in "Dogs' home." (2) Words of which the last syllable both begins and ends with s, as "Moses' law." (3) When the last syllable of a singular noun ends with s or ce, and is followed by "sake," the apostrophe only is used, as in "for goodness' sake," "for conscience' sake."
3. To indicate feet and minutes in measurements.
4. To show the plural of a single letter ; as, "Mind your p's and q's."
5. For single quotation marks, to indicate a quotation within a quotation.

The Exclamation Point is used :

1. To indicate surprise or emotion ; as, "O Liberty ! how many crimes are committed in thy name !"
2. "O" should not be followed by an exclamation mark, as it is merely an introduction to other words which require such a mark. "Oh" is sometimes followed by a comma and sometimes by the exclamation point, according to the sense ; as,
"Oh, what a tangled web we weave
When first we practise to deceive !"
She gently murmured, "Oh !"

The Question Mark is used :

1. After a direct question ; as,

“What’s a man but a god who is afraid ?” says Maeterlinck. “Does not all our wretchedness come from fear ? Does not all our profoundest joy come from courage ?”

2. If enclosed in brackets, it indicates doubt regarding a statement.

Make two copies of this exercise.

COUNTIES OF EIRE AND NORTHERN IRELAND

Co. Antrim, Co. Armagh, Co. Carlow, Co. Cavan, Co. Clare,
Co. Cork, Co. Donegal, Co. Down, Co. Dublin, Co. Fermanagh,
Co. Galway, Co. Kerry, Co. Kildare, Co. Kilkenney, Co. Laoighis,
Co. Leitrim, Co. Limerick, Co. Londonderry, Co. Longford,
Co. Louth, Co. Mayo, Co. Meath, Co. Monaghan, Co. Offaly,
Co. Roscommon, Co. Sligo, Co. Tipperary, Co. Tyrone, Co. Water-
ford, Co. Westmeath, Co. Wexford, Co. Wicklow.

ACCURACY TESTS

Type one copy of each test, concentrating on accuracy rather than speed.

Mr. A. S. M. Hutchinson says of his apprenticeship to literature, “I would write a thrilling line, such as ‘Rosy-fingered dawn was tinting the eastern sky.’ Everett would become like one stricken with death. ‘You mean the sun was rising, don’t you, Hutchinson ?’ he would exclaim, and when I faltered ‘Yes,’ ‘Then say so, man, say so,’ he used to cry, and down would come the blue pencil terrific as a tar brush.” (74-5.51)

Lord Palmerston was a speaker who knew the value of taking time. Once at Tiverton a vehement electoral opponent inquired whether he would give a plain answer to a plain question. To this Lord Palmerston assented. The question was: Would he vote for a radical measure of reform? Palmerston at once answered, “I will”—pausing, while the Liberals cheered—then adding, “not,” whereupon the Conservatives applauded ; waiting until they had done, Palmerston continued, “tell you” ; when the wily and evasive candidate retired amid laughter and distrust all round.—*Holyoake*. (88-6.48)

He was a genius in selecting men. There is a well-known story in Fleet Street of how he passed a young reporter on the staircase, and questioned him about his work and salary. The young man replied that he was happy and earning £8 a week.

“Content ?” Lord Northcliffe inquired.

“Yes, quite,” he answered.

“Then you had better look for another post, for nobody will make headway with me who is content with £8 a week on the Editorial Staff.” (81-5.46)

AUTOMATICS

Set margins at 10 and 70. Type one line of each word.

long	need	piece	danger	period
meet	name	other	favour	esteem
make	nine	debts	decide	engage
made	only	write	career	expect
mean	once	night	double	enough
knew	over	occur	during	extend

SPEED TESTS

I have but one lamp by which my feet are guided, and that is the lamp of experience. I know of no way of judging of the future but by the past. And judging by the past, I wish to know what there has been in the conduct of the British ministry for the last ten years to justify those hopes with which gentlemen have been pleased to solace themselves and the house.

(73-5) 367 strokes

These are the times that try men's souls. The summer soldier and the sunshine patriot will, in this crisis, shrink from the service of their country; but he that stands it now, deserves the love and thanks of man and woman. Tyranny, like hell, is not easily conquered; yet we have this consolation with us, that the harder the conflict, the more glorious the triumph. What we obtain too cheap, we esteem too lightly; it is dearness only that gives everything its value. (83-5.7) 478 strokes

The man who is worthy of being a leader of men will never complain of the stupidity of his helpers, or of the ingratitude of man kind, or of the inappreciation of the public. These things are all a part of the great game of life, and to meet them and not to go down before them in discouragement and defeat is the final proof of power.

(66-5) 336 strokes

It is refreshing to know that there are great forces for good at work in the business world; that improvements are but the natural expression of uplifted thought; that example, purer motives, higher ideals, and the rivalry of excellence are leavening the world; that oppression is decreasing in order that spontaneous effort may be utilised; that courtesy and kindness are gaining recognition as factors of success; and that men are learning to love their daily work because through it they feel the divine impulse. (84-6.1) 521 strokes

THIRTEENTH LESSON

BUSINESS LETTERS

One of the best advertisements a business can use is a letter choicely expressed, well-displayed and correctly typed. The following hints will help to this end :

As far as possible get your letters into one page, but never sacrifice a good appearance in order to do this. In long letters, narrow the margin and use single spacing. In short letters, widen the margin and use double spacing. One-inch or one-and-a-half-inch margins are sufficient in long letters, but two-inch margins are better in short ones. In other words, frame your letters with white space. Equal right and left margins give the most tasteful appearance.

Every letter consists of :

Address and Date. The address is printed at the top of the paper, and all the typist has to do is to supply the date. This can be typed in several ways, but the one recommended is : 14th June, 1940.

Inside Address. This refers to the name and address of the addressee or recipient, and is typed just above the letter. Note that single spacing is always used. The two usual styles are :

Messrs. T. W. Williams & Co.,
192 Queen Street,
Bristol.

or

Messrs. T. W. Williams & Co.,
192 Queen Street,
Bristol.

The first (the "block" method) is the quicker way, but with a tabulator, the second method takes very little more time. With the second method indent five spaces for each new line.

Salutation. "Dear Sir," "Gentlemen," etc., are examples. Begin these at the margin, and follow by a comma.

Body of the Letter. Indent the first line of each paragraph five spaces from the margin.

Subscription or Complimentary Close. Examples : "Yours faithfully," "Yours truly," "Sincerely yours." Begin about 35 on the scale, and secure balance with the date.

Dictator's and Typist's Initials. These usually appear at the foot of a letter, thus : AHC/PM or C/M.

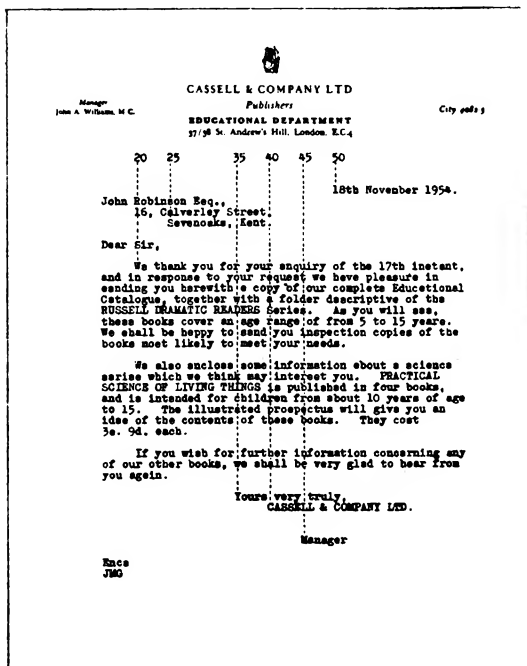
Note : *If the letter you are answering bears a special reference, quote this in your reply, as it will expedite the delivery of your letter to the department concerned.*

THE TABULATOR

All modern standard typewriters are fitted with some form of tabulator, that is to say, they have inbuilt mechanism for moving the carriage direct to any given point on the scale by the depression of a single key. You will see later on how this tabulating mechanism speeds up work which has to be arranged in columns. At this stage it can be used to advantage in connection with the setting out of letters.

The tabulator rack—which is at the back of the carriage—is graduated to correspond with the other scales, and tabulator stops can be set on this rack at any required points. On some machines these stops are set automatically by the depression of a key at one side of the keyboard ; on others they have to be set by hand. When the stops are set, the carriage can be moved from one stop to the next by depressing the tabulator key.

Study the accompanying illustration. This letter is typed with margins of 15 and 70, and the inset figures indicate where the tabulator stops should be set. With wider or narrower margins the stops would be adjusted accordingly, but it will be seen that where several letters of similar length have to be typed, the use of the tabulator is definitely time-saving.



Points to be noted :

- The paragraph indentations and the first line of the address should correspond.
- The date and the name of the firm should be so placed that they do not extend beyond the writing line of the body of the letter.
- Ample space should be left for the signature.
- Leave double spacing between the address and the salutation, and always leave double spacing between paragraphs.

AUTOMATICS

Set margin stops at 10 and 75. Type one line of each word.

effect	remove	return	recent	though
failed	sample	regard	result	weight
prefer	please	regret	secure	wonder
object	public	report	strike	within
remain	people	remark	strong	friend
retail	policy	refuse	street	follow

THE WAHL EVERS HARP COMPANY LTD

-DIRECTORS-
E. W. BUCKLEY
W. M. HUNT, U.S.A
THOS. OUTEN

WAHL
EVERSHARP
THE PERFECT POINTED PENCIL

TELEPHONES
TWO { MUSEUM 6804
LINES { MUSEUM 6805

TELEGRAMS
EVERSHARP
WESTCENT
L O N D O N

PREMIER HOUSE
150 SOUTHAMPTON ROW
LONDON. W.C.1

(15) (20) (25)

(45)

31st August, 1950.

The Secretary,
The Brazilian Rubber Co., Ltd.,
Glasgow.

Dear Sir,

Mr. James Arbalaster, of Fortune Street,
Glasgow, has given your name as a reference when
forwarding us his first order. Will you be so
good as to tell us whether in your opinion we
could safely give Mr. Arbalaster credit for one
month on an order amounting to £232?

We enclose a stamped addressed envelope for
your reply, and shall be pleased at any time to
reciprocate any courtesy you can extend to us.

Yours very truly,

THE WAHL EVERS HARP CO. LTD.

Secretary.

Enc.
P/N

(30) (35)

EAST & WEST AFRICAN MERCANTILE COMPANY

TELEGRAMS
AFRICAN BRISTOL

LIMITED
GENERAL MERCHANTS

TELEPHONE
6

Managing Director
J. C. WRIGHT

Queen Street
BRISTOL

Secretary
P. COLES

(15) (20) (25)

(50)

8th April, 1950.

Messrs. Griffith Jenkins, Ltd.,
Steeloid Works,
Southampton Lane,
SHEFFIELD, 9.

Dear Sirs,

On March 13 last we gave your Mr. Amer an order for cutlery, and received from you an acknowledgment in detail on March 17. In that acknowledgment you promised delivery within three days.

All the items except Nos. 2, 4 and 7 have been delivered. Will you please give us an explanation of the delay in forwarding these items, and if possible send them on tomorrow, as we are out of stock in the lines they cover and we are losing trade.

We are surprised to note that these particular goods are invoiced with those delivered, and are led to suppose that some error has been made. You will probably clear up this point in your next letter.

Yours very truly,

EAST & WEST AFRICAN MERCANTILE CO. LTD.

C/R

KEYBOARD DRILL

Set the margins for a 60-space line. Copy each sentence five times, beginning each time on a new line.

Kohinoor is quickly recognised as the name of a jewel remarkable for its exceptional size and value.

Four jovial sailors went to the quizzical captain on the deck and asked him to give them leave of absence for sixty days.

Though still dizzy, the injured chauffeur, who wore a quaint crimson cloak, gave an exact description of the vanishing automobile.

With quickened pace the frigid waters of just sixteen rivers from the Arctic zone flowed turbulently into that cold sea.

ACCURACY TESTS

Make one perfect copy of each model letter on the preceding pages, and then type, in proper style, the letters given below.

(1)

Mrs. George Stevenson, 17 Parliament Street, Liverpool. Dear Madam, Referring to your visit to our Fancy Goods Department on Wednesday last, we shall be glad to know whether or not you are still considering the Chinese baskets which you selected. We are holding the baskets pending your decision. Yours very truly,
(51-6.23)

(2)

Mrs. Walter Bruce Scott, Park Lane, Mayfair, W.1. Dear Madam, Replying to your letter of the 1st inst., we are very sorry that the net has not yet been delivered. The package was forwarded promptly and correctly addressed, but was not insured as no special request was received by us to do so. However, the postal authorities have been instructed to trace the parcel and we hope that through their efforts a prompt delivery will be made. Yours very truly,
(78-6.0)

(3)

The City Electricity Co., Oxford Street, Manchester. Dear Sirs, Some of our customers have ordered new generators to replace those that are defective, and they are now asking us to take the old ones and give credit for them. Kindly notify us as to how far we may go in making such replacements. An early reply will greatly oblige. Very truly yours,
(62-5.6)

(4)

Randolph Jones, Esq., M.A., The Glebe, Runfold, Surrey. Dear Mr. Jones, The point of law in the matter concerning which you wrote to me in your letter of yesterday's date is one that requires an examination of precedents and cases. I am obtaining counsel's opinion and expect to be prepared to discuss the matter with you in about a week's time. Please expect to hear from me then, making an appointment for a consultation. Yours very truly,
(78-5.65)

FOURTEENTH LESSON

BUSINESS LETTERS (continued)

Salutation and Subscription. The salutations most common in business correspondence are "Dear Sirs" and "Dear Sir," used when addressing a firm or an individual unknown to the correspondent. In such a case the appropriate subscription would be "Yours truly," "Yours faithfully," or "Yours very truly." When the correspondent is addressing someone personally known to him he often uses the salutation "Dear Mr. Hardness" (or whatever the name may be). In this case any of the subscriptions given above may be used, or if there is a measure of intimacy between the two, "Yours sincerely" or "Very sincerely yours" might be appropriate. It is, however, ludicrous to start with the formal "Dear Sir," and end with the intimate "Yours sincerely."

A lady should be addressed as "Dear Miss Knowles" or "Dear Madam," according to whether she is a personal acquaintance or not.

In addressing a minister of the crown or any official person it is usual to start with the single word "Sir," and to finish with some such subscription as "I am, Sir," or "I have the honour to be, Sir," followed by "Yours faithfully." The practice of substituting "Your obedient servant" for "Yours faithfully" is falling into disuse.

When addressing a body of men other than a trading or professional firm (e.g., a Borough Council, or a Royal Commission, or a Club Committee) it is appropriate to use "Gentlemen," instead of "Dear Sirs," treating it as the plural of the "Sir" in the preceding paragraph.

Even in ordinary business correspondence the subscription is often preceded by "I am" or (where other correspondence has passed) "I remain." But this is generally reserved for letters ending in a participial phrase.

Trusting that this is the information you require,

I remain,

Yours very truly,

The Signature. The arrangement of the end of a letter for signature is an important matter. If the Secretary of the Alpha Motors Ltd. dictates a letter on behalf of his company he uses the plural "we" throughout. In that case prepare for signature thus, but do not type the dots unless expressly instructed to do so:

ALPHA MOTORS LIMITED,

.....

Secretary.

(In this case the *Company* writes the letter.)

If he dictates a letter, opening formally, but using the singular "I" throughout, prepare for signature thus :

.....
Secretary,
ALPHA MOTORS LIMITED

(In this case the Secretary writes the letter.)

If he dictates a letter commencing "Dear Mr. Smith" and ends "Yours sincerely," make no mention of his official status ; prepare for signature thus :

Yours sincerely,

.....

(The business friend writes the letter.)

If the letter is to be signed by an employee who has power of procuration on behalf of the company, the following is the correct form :

Yours faithfully,
p.p. THE REX IRON FOUNDRY LTD.

.....
Cashier.

If the correspondent is not an official, and has no power of procuration, the custom is for him merely to initial the company's name typed at the foot :

Yours truly,
ANDREWS, ANDREWS & SOWERBY.

E. R.

Continuation Pages. These should be headed with the name of the addressee, the number of the page and the date, thus :

Messrs. H. Maldon & Co. Ltd. -2- 18th May, 1950.

[NOTE : The ampersand (&) may be used in names as above and in a few similar cases, but should never be used in the middle of ordinary matter.]

AUTOMATICS

Set margin stops at 10 and 70. Type one line of each word.

bank	apply	visit	month	letter
case	among	quote	train	notice
cash	remit	right	check	oblige
very	trade	thank	grade	unable
wait	order	learn	short	should

THE CENTRAL COMMERCIAL SCHOOL

All Commercial
Subjects

Leamington Square
WARWICK

Telephone
7

Principal: A. C. COLES, A.C.I.S

5th July, 1950.

Miss Ruth Leigh,
64 Langley Road,
BRIGHTON.

Dear Miss Leigh,

You ask for my views on the subject of effective letter display. Here they are in brief:

Study the pages of a well-printed book and try to give your letters the same attractiveness and artistry. Margins of equal width all round the letter give the best appearance. Avoid ragged right-hand margins and crowding of any kind. The left-hand margin has a value for filing purposes and the right-hand margin for the memoranda of the recipient.

Break up the letter into paragraphs as far as this is practicable. It makes less tedious reading. Some people are of the opinion that under-scoring, capitalisation and marginal headings cheapen a business letter. Others think that these are valuable means of securing emphasis and attractiveness. Personally I like to see important points emphasised in some way, as this saves much time and enables the reader to absorb the gist of a letter quickly.

Avoid hackneyed phrases like "We beg to acknowledge the receipt of your letter" if you want to make a letter more human and interesting. Such phrases are not now used in the correspondence of better-class and progressive businesses.

Yours sincerely,

ACC/F

UNIVERSAL ADVERTISING SERVICES LTD.

FLEET STREET, LONDON, E.C.4

Managing Director:
E. C. SANDIFORD

Telephone:
TEMPLE BAR 5904

Secretary:
J. BROWNLOW

5th June, 1950.

The Advertising Manager,
Radio Equipment Limited,
Southampton Row, W.C.1.

Dear Sir,

As you are interested in advertising you will no doubt like to have particulars of our latest textbook on this subject. It is the most complete guide to advertising we have produced, and experts pronounce it to be "the most practical and helpful book ever offered to executives who are endeavouring to increase their sales."

The manual is written by a director of this company who has had a great deal of varied experience in Postal Advertising and who is acknowledged to be an expert. The book is comprehensive and includes:

An analysis - under counties - of the prospective buyers in the British Isles arranged to cover upwards of 1,200 trades and professions.

A complete series of specimen sales letters with suggested illustrations and styles of layout.

Articles on the planning of successful Mail Advertising - draft schemes with approximate costs - statistics, and a guide to list compilation.

Particulars of the two styles of binding available will be found in the enclosed leaflet. On the back of this leaflet is a form of application showing the terms and conditions on which you may obtain a copy of this book for inspection. We invite you to apply for a copy to-day.

Yours very truly,
UNIVERSAL ADVERTISING SERVICES LTD.

Director.

S/M

KEYBOARD DRILL

Set margins for a 65-space line. Type each sentence five times, commencing each time on a new line.

The exquisite painting was ruined by a flavourous, sticky juice named benzoin.

Very careful and exact knowledge should be emphasized in adjusting a quadrant.

The zeal of the brave boy won extra praise from the quick old judge.

Xenophon and Joseph quickly became tired of gazing at the wall.

ACCURACY TESTS

Type in proper style one copy of each of the following letters, arranging them similarly to the preceding models.

(1)

Alexander McDuff, Esq., 15 Clyde Street, Glasgow. Dear Sir, We have just received a telegram from our factory stating that the goods ordered in your letter of the 12th April were sent you by post yesterday. We hope that these goods have already reached you and we wish to assure you that we sincerely regret the delay. Very truly yours, (60-5.5)

(2)

Ernest D. Tracey, Esq., The Grange, Kingstown, Co. Dublin. Dear Sir, We acknowledge with pleasure the receipt of your request for a copy of our complete catalogue. We do not issue a general catalogue for the reason that we are constantly bringing out improvements in our products, and we feel that our customers are always entitled to the newest features at the time of purchase. Our agent, Mr. J. A. Henderson, is at present in Dublin, and we have instructed him to call upon you at his earliest convenience in order to give you the fullest particulars of our recent publications. Yours faithfully, (94-6.3)

(3)

Messrs. Evans & Webb, Ltd., Parker St., Liverpool. Dear Sirs, We shall be glad to submit estimates at any time on any special woodwork that you may require. We are an old-established firm and we know that we can give satisfaction both as to the character of the work and as to the time of delivery. Yours very truly, (60-4.8)

(4)

Messrs. Brownlow & Holmes, Station Street, Cardiff. Dear Sirs, We thank you for your enquiry of the 19th inst., and have pleasure in sending you our Spring catalogue which we trust will interest you. We have a very wide range of colours, and if you will turn to page 116 of the catalogue you will find any further particulars you may desire. Trusting to be favoured with your orders, which shall have our best attention, We are, Yours faithfully, The Rosslyn Felt Hat Company, Ltd. Managing Director. (87-5.78)

AUTOMATICS

Use these two drills for warming up preparatory to attempting the speed tests. Follow directions given in Lesson Eleven on Development of Speed.

DRILL 1

sail	soft	watch	opinion
able	suit	death	capture
auto	file	teach	contain
baby	rate	delay	proceed
fail	wear	forty	provide
navy	yard	income	stopped
push	bear	inside	collect
deep	camp	motion	comfort

DRILL 2

A useful variation of procedure is to write a short, then a long word.

degree	material	surprise
engine	pleasure	athletic
figure	progress	circular
objection	president	population
wonderful	importance	association
political	appreciate	information

ACCURACY TEST

(Royal Society of Arts, Elementary Stage)

The time allowed for this Test in the Examination is 10 minutes

	<i>Strokes</i>
Among all the mysteries and marvels of daily life which we take as a matter of course, none is more complicated and wonderful than the newspaper. Yet we take it as though it had come out of a tap, just like our water supply.	69 139 212 225
We know that bacon and eggs need cooking, but the newspaper seems as natural an entity as, say, an orange or a flower. One can see a band producing music, be it a march or a dance tune, and marvel at its energy, although even then the composer is hidden from us.	287 361 432 490
It would be interesting to many people, both young and old, to visit a newspaper office on a Saturday and hear a newspaper going to press, but visitors are not very welcome at such a time. It is then that the whole army of people busy producing a journal is engaged on extremely active service, and the great machines roar like guns, while the buildings shake under them	561 631 708 779 853 864
Of course, all this leaves the writer—as the band leaves the composer—in the background. Writers and composers are simply first causes when the moment for production comes. The great interest is the presentation of the matter in hand to the reader or hearer. You would hardly believe how many people have to work hard before even a recipe for rice pudding can be rightly shown in a newspaper.	929 999 1071 1142 1212 1265
	(234–5.4)

FIFTEENTH LESSON

HEADINGS IN THE BODY OF A LETTER

The subject matter of a letter is often indicated by a heading standing by itself and centred in the line. This heading should appear immediately above the body of the letter, thus :

Dear Sir,

May Villa, Portland Road.

We have received an offer of £3,400
for the above property conditional on
your etc.

If the letter refers to several different matters, these matters may be indicated by side heads in different ways, thus :

ACCOUNTS: We shall be closing our books for audit on the 27th
April, and should be glad if you would clear your small
outstanding account by that date.

Returned Cases: These have been received and a credit for
£1 6s. 8d. is enclosed. Will you kindly return the sacking at
your convenience. Owing to a recent very large shipment to
India, our stock of sacking has been somewhat depleted.

ACCOUNTS: We shall be closing our books for audit on the 27th
April, and should be glad if you would clear your
small outstanding account by that date.

RETURNED CASES: These have been received and a credit for
£1 6s. 8d. is enclosed. Will you kindly
return the sacking at your convenience. Owing to a recent
very large shipment to India, our stock of sacking has been
somewhat depleted.

Words should be used for numbers, instead of figures :

1. In legal work and where great accuracy is essential ; especially to confirm important figures ; as, "... for the sum of £46 (forty-six pounds)."
2. At the beginning of sentences ; as,
"Five hundred and ninety-three men, 417 women, and 126 children, under eighteen, besides 63 of the crew, went down with the ship."
3. For names of streets in American cities, such as "Twenty-first Street."
4. For indefinite numbers, and approximate figures ; as,
"I told her three or four times." "The attendance was estimated at five hundred."
5. For the time of day in ordinary reading-matter ; as,
"At four " ; "at half-past two in the afternoon " ; "at seven o'clock."
6. For ages ; as,
"Eighty years and four months old " ; "children between six and fourteen."

TELEPHONE
TELEGRAMS
"RUGGAWIN,
AVE, LONDON"



DIRECTORS
ERIC C. SMITH
H. E. LEANEY
H. J. GANDAR
GENERAL
MANAGER
F. C. POTTER-IRWIN

POTTER-IRWIN & SMITH, LTD
*SPORTS MANUFACTURERS
AND OUTFITTERS*
74, COLEMAN STREET,
LONDON, E.C.2

15th January, 1950.

Mrs. J. D. Pierce,
6 Cedars Road,
Hampstead, N.W.3.

Dear Madam,

Re Invoice No. 6138

We regret to learn from your letter of the 14th instant that an error was made in the invoice sent to you last week. We are now sending you a Credit Note for the amount charged in error, and trust that this will settle the matter to your entire satisfaction.

Please accept our apologies for the mistake.

Yours faithfully,

POTTER-IRWIN & SMITH, LTD.
Accounting Department.

Enc.

NG/PM.

16th February, 1950.

The Directors,
The Universal Machinery Co. Ltd.,
Premier Works,
COVENTRY.

Gentlemen,

The Industrial Machine and Tool Co. Ltd.

As instructed at the Board Meeting held on the 5th January last, I have investigated the financial position of this company and am now able to report as follows:

FREEHOLD LAND AND BUILDINGS - The company owns land approximating to 20 acres, and the premises consist of a well-planned factory and commodious offices and warehouse. The attached plan gives full particulars of the accommodation available.

PLANT AND EQUIPMENT - With the exception of two boilers, the plant is of the most up-to-date kind and in excellent repair.

FINANCE - During the last three years dividends paid have been 4½%, 5% and 5% respectively. Copies of the financial statement and balance sheet are enclosed.

DEVELOPMENT - Business is coming in from all over the world. The Directors are progressive, but are at present held up by lack of capital and insufficient expert technical advice.

After full and careful consideration, I have come to the conclusion that the Industrial Company is in a strong position and that, with one or two capable men on the Board and a working capital of £10,000, the business could be made one of the most successful of its kind in the country.

Yours faithfully,

Secretary.

7th June, 1950.

Messrs. C. Cole & Co. Ltd.,
Fleet Street,
LONDON, E.C.4.

Dear Sirs,

We shall be obliged if you will quote us for the following items:

- (1) 32-page booklet wired in tinted cover as Sample A
enclosed: printed matter similar to sample:
quantities of 2,000 and 5,000.
- (2) 8-page booklet wired in tinted cover as Sample B
enclosed: printed matter as MS. (Copy C)
enclosed: quantities of 10,000 and 25,000.
- (3) 25,000 posters: size 8 d.c.: colours - light and
dark blue: matter as MS. enclosed (Copy D).
- (4) 10,000 four-page leaflets on good antique finished
paper, page to be 7 in. by 4 in.: matter as MS.
enclosed (Copy E).

Items (1) and (2) would be required in 10 days from date of order, and Items (3) and (4) within 14 days from date of order. Please quote 3 months terms, f.o.r. London.

Yours truly,

RAYMOND & ATKINSON.

Production Manager.

Encs.

F/P

KEYBOARD DRILL

By zigzag journeys we expect to come up with the quickly fleeing droves.

The judicious advocate will never forget that a good cause may be quickly lost by too much zeal.

To excel, stenographers must be very zealous, quick, faithful, and judicious in their work.

The hasty quest for the missing pocket book and jewels caused much excitement at the bazaar last evening.

ACCURACY TESTS

Copy the model letters on the preceding pages and then arrange in proper style, and type one perfect copy of each letter below.

(1)

The City Mortgage Co., 18 Consolidated Buildings, Market Square, Edinburgh. Gentlemen, We shall be glad if you can see your way clear to increase the loan on the plot of land about which we wrote you yesterday. You intimated in your letter of last week that you would expect additional security for an increase, but this we cannot consider. Unless we can increase the loan on the property as it is, for the purpose of improving it, we shall be obliged to sell it to an estate agent who is anxious to purchase it as an investment. We must have your decision by the first of next month. Yours very truly, (102-5.9)

(2)

Algernon de Vere, Esq., The Maples, River Road, Henley. Dear Sir, Bentley Stone Co. v. Grand Trunk Railway. We have to inform you that a stipulation was duly signed which extended the time thirty days from September 6th next for a decision of the above matter by your

Commission. We understand from Mr. Smith's office that this stipulation has already been sent to you. If it does not reach you in due course, kindly inform us. Very truly yours, (77-5.7)

(3)

Mr. J. W. King, 41 East India Road, Manchester. Dear Sir, We bring to your notice the enclosed list of our selected stock of Havana cigars, in perfect condition for immediate smoking. This includes a large proportion at the old duty rate and a limited number of selected parcels of 1921 Crop Tobacco. We shall be happy to submit samples if you will allow us to do so, and upon receiving your instructions we shall select and reserve any quantity that you may require, to be charged and delivered at your convenience during December. Trusting to be favoured with your esteemed commands, which will receive our best and prompt attention, We remain, Yours very truly. (108-6.3)

SIXTEENTH LESSON

DISPLAYED WORK

Typescript which is arranged in a special setting and not typed straight on is called “displayed” work. The display may consist of centred headings, side sub-heads, special paragraphing, variation of capital and small letters and of wide and narrow spacing.

Display requires thought and preparation beforehand. The quickest way in the long run is to plan the whole page before beginning to type.

To Centre Headings :

- (a) When no margins have to be taken into account, that is to say, when the heading is to be centred on the *paper* :
 - 1. See that the left-hand edge of the paper is inserted at zero on the scale and set the carriage at the centre point. (This is normally 40.)
 - 2. Backspace once for every two letters or spaces in the heading to be centred. (If there is an odd letter or space, ignore it.) If started at this point, the heading will be in the centre of the paper.
- (b) When margins have to be taken into account, that is to say, when the heading is required to be in the centre of the *writing line* :
 - 1. See that the left-hand edge of the paper is inserted at zero on the scale.
 - 2. Add together the degrees on the scale at which the margins are set, divide by two and take this as your centre point.
 - 3. Backspace once for every two letters or spaces in the heading to be centred: if started at this point, your heading will be in the centre of the writing line.

For a short title, leave one space between letters and three spaces between words. Be sure to allow for the extra spaces when counting up the heading. An easy method of setting out a heading in spaced capitals, if no margin has to be considered, is to set your carriage at 40 (provided, of course, 40 is the centre point of your paper), backspace once for every letter in the heading and once for the space between words, and start typing at the resulting number. This allows you to leave one space between the letters and three spaces between the words.

Where a heading is very long it should be broken into two or three lines. Sub-titles can be given less importance by using lower-case type instead of capitals. Note that no period is necessary after a centred heading.

EXAMPLES OF CENTRED HEADINGS

1. Centre, in relation to the full width of the paper, the heading **ALPHABETIC SENTENCE DRILLS**.

Set carriage at 40 (or, alternatively, the centre point), backspace 13 (that is, one for every two letters and spaces in the heading), and start typing at the resulting number on the scale. If the centre point is 40, this will be 27.

ALPHABETIC SENTENCE DRILLS

2. Centre the same heading on a writing line having a 15° left-hand margin and a 75° right-hand margin.
 Add together 15 and 75: total 90.
 Halve this: 45.
 Backspace your heading from 45. This will bring it to the centre of the writing line.

3. Centre the same heading on the paper, using spaced capitals.
 Set carriage at 40.
 Backspace 26 (i.e., one for every letter and space in the heading).
 Start typing at 14.

A L P H A B E T I C S E N T E N C E D R I L L S

EXERCISE

Centre the following headings : (a) in relation to the width of the paper ;
 (b) in a writing line of 60 spaces, allowing for a 15° left-hand margin.

ANNUAL GENERAL MEETING Agenda	FRUIT AND VEGETABLE PRESERVING and GARDENING HINTS
BARGAINS AT FUR SALES Winter Shopping in Summer	P O S T A L R A T E S Important Alterations
ARBITRATION IN TRADE DISPUTES National Tribunal	C L O S I N G P R I C E S British Funds, Rails, etc.

R A T I O N A L
B O O K - K E E P I N G
FOR COMMERCIAL STUDENTS

Including
Notes on Business Terms and Abbreviations,
Accounting, and Banking

By
JOHN McKECHNIE

Completely revised and partly rewritten
by
S. T. H. JOHN, F.L.A.A.
and
H. G. BERTAUT, A.C.I.S.

Ninth Edition

Educational Department,
CASSELL & COMPANY LTD.
35, Red Lion Square, London, W.C.1

APPEAL TRIBUNALS AND THE NATIONAL
ASSISTANCE SCHEME

Under the National Assistance Act tribunals are to adjudicate on appeals on the following matters:-

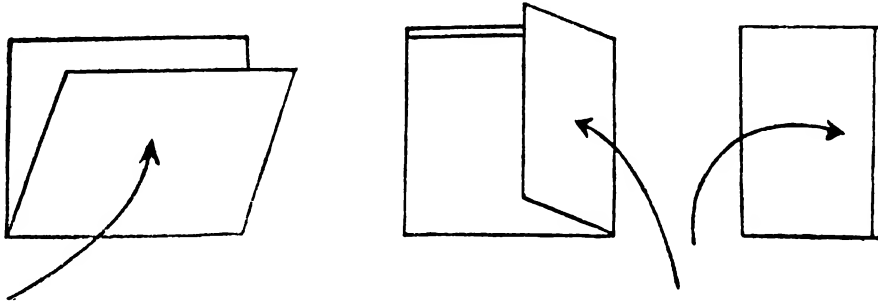
- (a) A refusal by the National Assistance Board to give assistance;
- (b) The amount of an assistance grant;
- (c) The issue of an assistance grant to a person other than the applicant;
- (d) Any condition subject to which an assistance grant is made;
- (e) The giving of assistance in kind or the nature or extent of assistance in kind;
- (f) A decision to recover the whole or part of an assistance grant made to a person in full-time paid work;
- (g) The amount by which arrears of insurance benefits are abated on account of the issue of assistance grants;
- (h) The requiring of a local authority to provide accommodation for a person in urgent need of it;
- (i) The amount of an excess payment which the Board may recover;

The appeal tribunals which will determine these matters are slightly modified versions of the tribunals set up under the Unemployment Assistance Act, 1935. The jurisdiction of these tribunals was extended in 1941 to supplementary pensions. This article comments on the operations of these tribunals and makes proposals for reform.

SEVENTEENTH LESSON

ENVELOPES AND POSTCARDS

In folding quarto-size letters for small envelopes fold from the bottom to within about a quarter of an inch of the top. Then for commercial size (6" by 3½") fold from left to right and right to left as shown below, giving a slight projection on the second fold ; and for square envelopes (5½" by 4½"), once. Where window envelopes are used the letter must be so folded as to reveal the whole address.



For foolscap envelopes a quarto sheet will require three folds, the second fold falling short of the top or overlapping it by about a quarter of an inch, to allow of easy opening. Foolscap paper for foolscap envelopes is folded in four, from bottom to top.

When addressing envelopes (or cards) feed a second envelope into the machine before starting to write the first one. Then while the first is being typed the second is being brought into position.

There are no hard and fast rules for envelope addressing. Due regard should be paid to the length of the address and the size of the envelope. Double spacing is most commonly used, but for a short address on a large envelope, treble spacing may look better, whilst for a long address on a small envelope it may be found desirable to use single spacing.

Addresses may be typed in indented or block form. The form chosen should correspond with that of the address on the inside of the letter. The indented method is most commonly used in this country ; the block style is favoured in America.

Postcards are used for short communications that are in no sense private. Thin cards, in single spacing, with a five margin, best serve the purpose. Most correspondents omit the address, salutation and complimentary closing on the writing side.

EXERCISE

Cut slips of paper into the three sizes of envelopes most in use, namely, commercial (6" by 3½"), square (5½" by 4½") and foolscap (9" by 4"), and type upon them the names and addresses of all letters in this book up to this point. In typing all future letters, address the envelopes (or paper slips) at the same time.

SPECIMENS OF ENVELOPES

Cut slips of paper to the sizes given on the previous page and copy these envelopes

Messrs. Field, Warwick & Co. Ltd.,
49 High Street,
Wapping, E.1.

The Colourform Poster Company,
961 Newbriggate,
NOTTINGHAM.

The Secretary,
The Climes Engineering Co. Ltd.,
46 Semphill Street,
GLASGOW.

The Editor,
"The Daily Post,"
Corporation Street,
BIRMINGHAM.

WILLIAMS STRUCTURES LTD.
REINFORCED CONCRETE
ENGINEERS

Telephone:
Vic. 806

5 ST. GEORGE'S ROAD
(Near Victoria Station)
WESTMINSTER, S.W. 1

12th December, 1950.

Messrs. James Brown & Co. Ltd.,
10 King George Street,
SHEFFIELD, 1.

Dear Sirs,

Please quote us your lowest prices, prompt monthly account, for the following:-

2 tons, ordinary analysis, Basic Billets .25
to .30 C. in billets 3" square x 50 lbs. each.

3 tons, ordinary analysis, Acid Siemens, .50 C.
in blooms 8" x 400 lbs. each.

30 cwts. billets 4" square x 150 to 200 lbs.
weight, Case-hardening Nickel as supplied for
our order J.333, October last year.

Regarding the latter item, our friends are prepared to consider placing a contract with us for one ton a month, so please quote alternatively for a quantity of twelve tons, delivery to be taken by us during a period of six months following the date of order, if placed.

We are also in the market for five tons of finished bars 2" square, rolled or hammered, of thirty ton tensile steel. Please quote us for this.

Yours faithfully,

WILLIAMS STRUCTURES LTD.

10th May, 1953.

A Homeless, Esq.,
42 Grangeway Drive,
London, W.12.

Dear Sir,

With reference to your request for particulars of a house in this district, we have pleasure in giving below details of two properties with the accommodation you require. We feel sure that these houses would appeal to you.

Folio No. 1190. "Colaba," Woodland Way, Harringford.

A semi-detached house situate in a very convenient position. Has large rooms and a very fine garden. The accommodation comprises 3 Bedrooms, 2 Reception Rooms, Kitchen, Scullery, Bathroom, and all usual offices. The property is in a splendid state of decoration and repair. The price required for the Freehold is £4,280, but an offer of £4,250 would probably be accepted. We consider the house cheap at this figure.

Folio No. 1194. "Woodstock," Limes Avenue, Harringford.

A detached house within five minutes of stations, close to shops, etc. Accommodation comprises 3 Bedrooms, 2 Reception Rooms, combined Kitchen and Scullery, Bathroom, etc. The house has been redecorated throughout and is in an excellent condition. Dining Room is 18' 6" by 16' 3", and the loft is partly boarded and has electric light installed. Price required £2,900, lease 86 years. Ground rent £19 per annum.

We shall be pleased to let you have orders to view the above properties if you will call at our office at your convenience. We shall then have an opportunity of giving you particulars of other houses which we think might interest you.

Yours faithfully,

WALTERS, JAMES & HACKETT.

AUTOMATICS

Use as before for warming up before trying the speed test given below. Remember that typing power is acquired by attention to the details of writing until they become automatic.

blow	round	extra	relief	concern
blue	dozen	raise	police	entitle
born	elect	total	proper	declare
town	horse	final	really	factory

SPEED TEST

(Royal Society of Arts, Intermediate Stage)

The time allowed for this Test in the Examination is 10 minutes.

	Strokes
Christ's Hospital has disappeared from the City now for some years,	68
but, as long as it continued in its old place, one saw the boys about in the	145
streets wearing that extraordinary and delightful costume, which belonged	219
to the school since the time of its foundation, and has been in use there	293
ever since. It consists of a long blue coat, which falls nearly to the ankles,	373
kept in position around the waist by a red leather strap, which is still referred	455
to and known as a girdle. Knee breeches are worn, together with yellow	527
stockings, and shoes with low heels and large steel buckles.	587
The costume has always been made specially for the school, and	652
by tailors who are in direct succession from those who originally made it.	726
So carefully has its use been safeguarded that it is practically impossible	804
to obtain a suit, as worn by a pupil of this school, for the purpose of a	878
fancy dress dance or anything of that kind, because the privilege of	947
supplying the garments is definitely retained by the hospital.	1009
For a long time the hospital had the right of minting its own money,	1080
certain tokens of differing value passing as current coin within the pre-	1152
cinets only of the hospital, and there are examples of these rare tokens	1225
carefully preserved in the school museum, although the actual use for	1295
them has now ceased.	1315
During the time that the school continued in London, the ancient	1382
custom of Lent suppers—begun when the school was founded—was	1447
always observed. It was of great interest to be present on the occasion of	1523
these festivities ; to watch the quaint observances by which the boys set	1596
and cleared away the contents of the tables ; and to see them make their	1668
obeisance to the guest of the evening who was, as a rule, the president	1741
of the school. (311-5.6)	1755

EIGHTEENTH LESSON

CARBON COPYING

Business firms require accurate and readable copies of the letters and documents sent out. The most usual method of obtaining these copies is by the use of carbon paper.

Special typewriter carbons are manufactured in various grades, colours and sizes in order to meet the different requirements of typewriter users, but the method of using the sheets is always the same.

Place on a flat surface, face downwards, the sheet upon which the actual typing is to be done. Over it lay a sheet of carbon paper of the same size, the carbonised surface upward. Add another sheet of paper of the kind used in the office for carbon copies. Then, if more than one copy is to be made, add further carbon sheets and further sheets of paper. With very thin paper and good carbons as many as twenty readable copies can sometimes be made, but generally speaking ten or a dozen is a reasonable limit.

When the required sheets of paper and carbon have been carefully arranged as directed, pick up the whole stack together and insert in the typewriter with the carbonised surfaces towards the platen. See that *all* the sheets are gripped by the feed rolls at the same time, and turn into writing position. If difficulty is experienced in starting a number of sheets evenly, a narrow piece of paper folded as a guard over the top edges before insertion will help matters. This guard slip may be removed as soon as the paper has been turned up to the writing point. Be careful to see that the carbon sheets are not wrinkled or folded over.

The insertion of a large number of sheets is facilitated by the operation of the paper release. This permits of the partial insertion of the sheets so that when the release is returned to its normal position they are gripped by the feed rollers.

Write in the usual way, but strike the keys a little harder than usual, increasing the force in accordance with the number of copies to be made.

Carbons must be kept flat in a box or drawer in a cool place, or they will rapidly deteriorate and become useless.

CORRECTING CARBON COPIES

If you are training for an R.S.A. examination, remember that erasing is not permitted in the Elementary Stage. For your information, however, note these hints for erasing carbon copies. Fuller instructions on erasing generally will be found in Lesson 22.

To make a correction in a piece of work involving carbon copies, turn the sheets forward till the error rests on the top of the platen. Move the carriage along so that the rubbings will fall clear of the type basket, place a piece of scrap paper at the back of the first sheet and erase; treat each carbon copy in the same way; remove paper; then turn the sheets back into writing position and make the correction. If the scrap paper is not used every copy will show a carbon smudge where the rubbing is done. If the colour of the carbon is different from the ribbon, a correction in a copy that has been removed from the machine can be made by erasing and then typing the correction through a strip of carbon paper.

(Royal Society of Arts)

CD/185/S/F

20th November, 1950.

The Hon. Mrs. Turnham,
Westwood Manor,
MARCH, Cambs.

Madam,

We thank you for your letter of yesterday's date, asking for details and prices of our special Christmas fare in the "Home-made" confectionery department, and we hope that the particulars now supplied will enable you to send us your order.

Our puddings and pies are now being made in the following sizes:-

Christmas Puddings -

1 lb. size	..	..	2s. 3d.	each
2 lb. "	..	..	4s. 3d.	"
3 lb. "	..	..	6s. 0d.	"

Pork Pies, and Veal and Ham Pies -

1 lb. size	..	..	1s. 9d.	each
2 lb. "	..	..	3s. 3d.	"

Mince Pies - 3d. each; Mincemeat - 1s. a lb.

Carriage paid on all orders over 10s. in value.

Christmas cakes are being made in many sizes and designs, ranging in price from 5s. to £1 each, according to size and decoration. The regular lines are coated with almond paste and royal icing, are prettily decorated in varied and original designs, and the quality of all ingredients is the best.

We would like to remind you that we make a large variety of delicious small cakes - particularly popular at Christmas time - such as Japs, Chocolate Rum Punch, and Chestnut Meringues, at 3d. each, and, for those people with plainer tastes, there are our ever-popular Farmhouse Cakes, and Date and Nut Bread.

We have the honour to be, Madam,
Your obedient Servants,

(Royal Society of Arts)

Our ref. F/186/T/P

3rd August, 1950.

Mrs. W. J. Hopkinson,
31 Fairweather Avenue,
KINGSTON-ON-THAMES,
Surrey.

Dear Madam,

A short time ago we were privileged to send to you, at your request, a copy of our catalogue of Fur Coats in Persian Lamb. Up to the present we have not heard further from you, and since it was impossible to include, in the catalogue, illustrations of all our Persian Lamb models, we venture to ask if you would like to have additional sketches submitted for your consideration.

Needless to say, we should welcome a personal visit from you, when we would be happy to show you our entire collection without any obligation on your part. A reply card is enclosed for your use.

During the present month there is a 10% to 20% reduction in the price of many of our models. For example, referring to page 7 of the catalogue:-

"La Tosca," $\frac{3}{4}$ length	- catalogue price	£96 15s.
	present "	£87 0s.
"Louvre," $\frac{7}{8}$ length	- catalogue price	£115 0s.
	present "	£103 10s.
"Venetia," full length	- catalogue price	£145 0s.
	present "	£116 0s.

When buying furs, confidence plays an important part, hence it is advisable to purchase only where experience proves that you will obtain good furs, honestly described, and at reasonable prices. We offer you the benefit of our sixty years' experience in supplying quality furs.

Yours faithfully,

Take one carbon copy.

Advertising & Publicity Ltd.

FLEETWOOD
PRITCHARD,
Managing Director

Central 3435

1, Arundel Street, Strand, W.C.2

11th January, 1950.

The Reading Biscuit Co. Ltd.,
17 Victoria Street,
READING.

Dear Sirs,

Re SWINDON

We have pleasure in confirming your instructions for next week's advertising in the above area:

SWINDON EVENING ADVERTISER

6" Dble/Col. Monday, 15th January.
3" Dble/Col. January 16th, 17th, 18th
and 19th.

SWINDON WEEKLY ADVERTISER

3" Dble/Col. January 20th.

NORTH WILTS HERALD

3" Dble/Col. January 20th.

Handbill Distribution

For handbills of an average size and weight we can quote you a price of 8/- a thousand for delivery in this district. For booklets, or heavier material, the rate would be 10/- a thousand. The delivery of 50,000 bills would be carried out within three days of the receipt of your instructions.

Yours very truly,

ADVERTISING & PUBLICITY LTD.

J/P

NINETEENTH LESSON

TABULAR WORK

Tabulating simply means setting out artistically matter which contains columns of figures, lists of names or any other data which requires arrangement in accordance with the size of the page on which it is to be typed. It follows that some calculation is necessary before the work is started : otherwise the typist will probably find that the columns are unevenly spaced or that there is insufficient space to get the last column in.

The simplest form of tabulating is the setting out of columns of names. The method is as follows :

First, count the letters in the longest words in each column. Add these together and deduct the total from the space width of the paper (in the case of pica type this is 80). The remaining spaces can then be divided for the two margins and for equal spaces between the columns.

In the following example the longest line in the first column requires 17 spaces, in the second column 20 spaces, and in the third column 17 spaces ; total 54 spaces. Taken from a total of 80, there are 26 spaces remaining for the two margins and for the spaces *between the columns*. You can therefore leave reasonable margins and still have plenty of clearance between your columns. Leave margins of 8 degrees, with 5 spaces between columns. The first column will begin at 9 degrees on the scale, the second at $9+17+5$, which is 31, and the third at $31+20+5$, which is 56.

Oxford Circus
Bond Street
Marble Arch
Lancaster Gate
Queensway
Notting Hill Gate
(9)

Oxford Circus
Tottenham Court Road
Holborn
Chancery Lane
St. Pauls
Bank
(31)

Oxford Circus
Piccadilly Circus
Trafalgar Square
Charing Cross
Waterloo
Lambeth North
(56)

The next step introduces columns with headings. The method is exactly the same, but of course it is necessary to make sure that the headings do not occupy more spaces than the columns. If they do, then the calculations must be based on the headings, and the columns must be centred under them. The second example on the following page will show you how this is done.

To get tabulated matter exactly in the middle of the paper lengthways, it should be remembered that six line-spaces measure one inch, that foolscap paper is generally 13" long, and quarto paper 10". A little arithmetic will show that foolscap paper will take 78 single-spaced lines, counting from the extreme top, and quarto paper will take 60 lines.

In this example, the columns are wider than the headings. The numbers at the foot are worked out for an 80-space line.

Country	January-June		
	1946	1947	1948
	£	£	£
United Kingdom	3,137,265	4,441,398	8,656,142
Canada	402,218	656,520	1,093,272
Australia	152,594	235,949	403,266
India	298,893	367,304	400,320
Northern Rhodesia	67,998	123,259	114,153
Union of South Africa ..	2,456,143	2,978,085	4,711,214
Other British Countries ..	141,692	268,232	691,093
Total, British Countries	6,656,803	9,070,747	16,069,460
(9)	(39)	(51)	(63) (72)

In typing the next exercise, take into account the vertical display as well. Allowing double spacing between the headings and the body of the work, there are 22 line-spaces in the copy. Subtract 22 from 78 (if to be typed on foolscap paper) and 56 spaces are left. Halve this : begin the exercise 28 spaces from the top of the paper.

Next count the longest line in each column ; this happens to be the top line of the heading. These add up to 50 spaces, which deducted from 80 leaves 30. Allow 3 spaces between each column, and 9 spaces for the left and right margins, and the columns will be evenly spaced. Turn up three spaces, then centre the figures under the headings. Set a 10 margin for the first column, and tabulator stops for the other columns at 21, 37, 49 and 65.

Census of	Population of Ireland	Per cent. of U.K.	Population of Scotland	Per cent. of U.K.
1821	9,801,827	32.6	3,091,521	10.0
1831	7,767,401	32.3	2,364,386	9.8
1841	8,196,597	30.7	2,620,184	9.8
1851	6,574,278	24.0	2,888,742	10.5
1861	5,798,967	20.0	3,062,294	10.6
1871	5,412,377	17.2	3,360,018	10.7
1881	5,174,836	14.8	3,733,573	10.7
1891	4,704,750	12.5	4,025,647	10.7
1901	4,458,775	10.8	4,472,103	10.8
1911	4,381,951	9.7	4,759,445	10.5

(Royal Society of Arts, Elementary Stage)

Copy the Table

T A B L E I.

STATEMENT of annual amounts in respect of which life interests were commuted and of the capital value thereof for commutation purposes including the 2½% allowance towards costs of administration. (See Section 18 and Fourth Schedule of the Welsh Church Act, 1914.)

TITHE RENTCHARGE					
Beneficiary				Nominal Value	Capital Value of Life Interests therein
				£	£
County Councils:					
Anglesey	..	..	..	13,676	214,421
Brecon	..	..	..	11,356	213,183
Cardigan	..	..	..	6,509	119,515
Cardmarthen	..	..	..	7,708	131,045
Caernarvon	..	..	..	11,829	199,711
Denbigh	..	..	..	17,553	299,699
Flint	..	..	..	11,534	252,417
Glamorgan	..	..	..	17,352	331,942
Merioneth	..	..	..	5,746	119,209
Monmouth	..	..	..	17,791	301,346
Montgomery	..	..	..	13,809	242,696
Pembroke	..	..	..	16,162	300,545
Radnor	..	..	..	6,815	117,310
County Boroughs:					
Cardiff	..	..	..	120	1,993
Merthyr Tydfil	..	..	..	550	6,188
Newport	..	..	..	231	4,860
Swansea	..	..	..	340	6,927
				£159,081	£2,863,007

Note. - The life interests of Parish Clerks in their endowments, mostly tithe rentcharge, were also commuted and the capital sum amounted to £9,200 (approximately).

Type the letter for signature on quarto paper. Use single line-spacing (double between paragraphs) and insert to-day's date.

Our ref. AKB/697

Messrs. H. Clarrington Ltd.,
Patten's Walk, Great Yarmouth.

Dear Sirs,

Thank you for your order dated the 15th of this month for calor-gas cookers suitable for use in motor boats, and similar to those supplied to you last year. We have, fortunately, a number of these in stock, and are despatching them to you at the end of the week. [May we, with the yachting and boating season so near at hand, point out to you the greatly improved supply position with regard to all boat fittings? It is now possible to supply, without delay first-class cooking utensils in all sizes, water-storage tanks, and siderdown sleeping bags. We can also supply, from stock primus stoves, mirrors and all-metal table cutlery.]

A new development in calor-gas cooking has just been introduced into the market, and we think it would be of interest to you in fitting out your larger craft. The new cooker,  has the full range of cooking facilities offered by the domestic kitchen stove. It will boil, grill, or oven-bake, and is clean and convenient to run. It is made in a narrower, ~~longer~~ taller shape than the ordinary cooker, and fits easily into a confined space. If you are interested, perhaps our representative may call on you?

Yrs ffly,

whilst compact and fairly small in size,

T W E N T I E T H L E S S O N

TABULAR WORK (Continued)

Ruling Tabular Statements

Care is necessary in ruling up tabulated matter, as the appearance of the work can be completely ruined by careless ruling.

Place the bevelled surface of the ruler downwards on the paper, otherwise there will be a smudge when the ruler is removed. Use a fine nib and make light lines, without breaks, and be sure they are of exactly the right length. See that vertical lines *are* vertical. Use single in preference to double lines, except, perhaps, below totals. Always leave ample space before and after totals.

When possible use a brief machine for Balance Sheets and similar statements, but if you have to use a foolscap machine, fold the paper in halves and type first the longer side of the document. Then unfold the paper and indicate with pencil marks where the heading and the various lines should appear on the corresponding half.

EXERCISES

Copy and rule up the following :—

	A	B	C	D
	£	£	£	£
Wages	100	80	60	40
Light, heat, etc. ..	12	8	4	4
Rates, etc.	4	4	4	4
Sundries	20	16	12	8

Y E A R S									
Branch	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
A	£320	350	380	400	210	350	410	420	460
B	£260	200	140	40	10	(closed end 5th year)			
C opened in 3rd year			£100	120	180	200	220	230	180
D opened in 4th year				£50	70	90	110	130	150
E opened in 6th year						£30	100	110	180

T A B L E X L I

WHEAT (AUSTRALIAN PRODUCE) - EXPORTS

(Excluding figures for Egypt, Italy, Netherlands,
and the Soviet Union)

Country to which Exported	Quantity		Australian Currency Value	
	1934-35	1935-36	1934-35	1935-36
	'000 cental	'000 cental	£'000	£'000
United Kingdom ..	24,719	20,834	6,362	6,364
United Kingdom for orders	--	1,521	--	487
India	101	292	25	86
Irish Free State ..	1,574	1,787	432	551
Union of South Africa	13	196	5	64
Other British Countries	263	767	70	242
Africa, French W. for orders	--	453	--	110
Belgium	152	454	36	142
Canary Islands for orders	--	1,707	--	540
China	8,198	3,032	2,080	869
Japan	9,318	6,626	2,274	1,924
Other Foreign Countries	66	1,627	17	525
Total	44,404	39,296	11,301	11,904

A U S T R A L I A

MANUFACTURING INDUSTRIES - VALUE OF PRODUCTION

Class of Industry	1933-34	1934-35
	£	£
I. Treatment of Mine and Quarry Products	2,536,628	3,254,149
II. Bricks, Pottery, Glass, etc.	2,572,694	3,471,314
III. Chemicals, Dyes, Explosives, Paints, Oils and Grease ..	8,082,868	9,032,155
IV. Industrial Metals, Machines, Implements and Conveyances	30,895,650	36,204,866
V. Precious Metals, Jewellery and Plate	565,993	682,754
VI. Textiles and Textile Goods	8,243,074	8,233,202
VII. Clothing	12,042,714	13,073,652
VIII. Skins and Leather	2,738,054	2,810,540
IX. Food, Drink and Tobacco ..	30,394,278	32,373,730
X. Woodworking and Basketware..	5,052,917	6,488,731
XI. Furniture, Bedding, etc. ..	2,257,793	2,725,772
XII. Paper, Stationery, Printing, Bookbinding, etc.	10,561,719	11,320,046
XIII. Rubber	2,155,161	2,426,427
XIV. Musical Instruments	127,929	132,202
XV. Miscellaneous Products ..	1,419,034	1,643,070
XVI. Heat, Light and Power ..	9,445,409	9,654,587
Total	129,091,915	143,527,197

T A B L E X L -- S H I P P I N G

NATIONALITY OF OVERSEA VESSELS

ENTERING AUSTRALIA

('000 omitted)

Nationality	Net Tonnage		
	1932-3	1933-4	1934-5
	Tons	Tons	Tons
Australian	265	289	310
United Kingdom	3,218	2,788	3,137
Canadian	54	79	76
New Zealand	291	336	322
South Africa	16	31	22
Other British	100	191	193
Total, British	3,944	3,714	4,060
Danish	107	76	49
Dutch	185	164	176
French	108	115	137
German	118	122	134
Italian	77	83	62
Japanese	546	333	462
Norwegian	394	336	427
Swedish	136	111	141
United States of America	246	248	241
Other Foreign	72	51	105
Total, Foreign	1,989	1,639	1,934
Grand Total	5,933	5,353	5,994

(London Chamber of Commerce, Elementary)

Type and tabulate the following. Display well and rule up neatly in ink.

Caps/ Capital Statement

Details	Debit	Credit
	£ s. d.	£ s. d.
Miscellaneous Assets		1121 12 4
Debts due at death	46 2 8	
Sundry Stocks and Shares		1092 18 0
Balance of Estate	o/h 2168 7 8	
	£2214 10 4	£2214 10 4
Balance of Estate		2168 7 8
Decrease in Miscellaneous Assets	5 0 0	
Increase in debts due at death	4 7 10	
Death Duties	21 15 8	
Barclays Bank Ltd - Fees	26 6 11	
Legal Expenses & Disbursements	34 1 9	
Valuation Fees	1 1 0	
Other Disbursements	17 10 10	
Legacies & Bequests	1458 0 0	
Loss and Profit on Stocks & Shares	88 10 11	
A. Davies - $\frac{1}{3}$ share	170 14 6	
B. Davies - $\frac{1}{3}$	170 13 11	
C. Davies - $\frac{1}{3}$	170 13 11	
	£2168 14 9	£2168 14 9

TWENTY-FIRST LESSON

First read the following instructions ; then copy them as Accuracy Tests.

CORRECTION OF ERRORS

At this stage in your work it is desirable that you should learn how to erase and correct errors neatly. The following hints may be useful :

- (1) Always read your work carefully before removing it from the machine, as it is far easier to correct an error *before* the sheet has been taken out of the machine.
- (2) If you are taking a carbon copy, first place a small strip of paper between the carbon sheet and the copy so that the rubbing will not cause a smudge on the carbon copy. *Note.*—Be sure to remove this strip when the correction has been made.
- (3) Move the carriage to the right or left to prevent rubber dust falling into the type basket.
- (4) If the ribbon is very inky, use a pencil eraser first to remove the surface ink. Then, using a typing eraser, continue to rub gently with a circular movement until no sign of the incorrect character remains.
- (5) Erase the error on the carbon copy with a pencil eraser.

If the error is not discovered while the paper is still in the machine, it will be necessary to adjust the sheet very carefully in order to ensure that the corrected character will fall exactly in line. This also necessitates a separate correction on the carbon copy.

TRANSCRIBING SHORTHAND NOTES

As soon as dictation is finished, get up and leave the room quietly ; but be sure you leave behind you nothing for which you will have to return. Before commencing to type see that all the necessary stationery is to hand, so that when once you start work you will be able to go on without interruption and without walking about to seek this or that.

Let us suppose you have everything you require and that you have seen that your machine is in good running order. Here, then, are some hints on how to set about your transcription :

- (1) If you are inexperienced, before typing any letter read it through rapidly in your notes, see that your punctuation is inserted, and decide upon the paragraphing and the total length. The last precaution will be necessary so that you can start at the right place on the letterhead and that when you have started you can type through to the end without pause. Only in this way can you be sure of turning out an accurate and artistic job.
- (2) Before typing you should have ascertained the style that is in use in the office. This you can learn by looking over a number of carbon copies. You do not want your letter returned for re-typing because your chief likes it done a different way ; and, whether you like it or not, you should at first conform to the usage in the office. Later on you may feel that the time has come for you to suggest something that you

think better. Some poorly trained shorthand-typist may have preceded you, or your employer himself may be careless of the correct form. If that is so, you could gradually and tactfully bring about any reforms you think necessary.

- (3) If the letter has to be press-copied, see that you use a copying ribbon. If carbon copies are kept, remember the instructions you have received about making such copies, and be careful that there is no waste.
- (4) When reading the letter through in your notes, look at the same time for any instructions that were given to you. If you have to send a carbon copy of the letter to someone else, see that you make two carbon copies—one for the office and one to send away. It is wasteful of time to discover later on that you have to type the letter again because you forgot to make two carbon copies.
- (5) Be careful with erasures if you really must make them. Nothing condemns a typist more quickly than an ill-made erasure, and a smudge on a carbon copy is an indication of laziness.
- (6) If there are several kinds of letterheads, be sure you use the right one. If you are in doubt, ask someone who has had experience in the office.
- (7) Remember that stationery costs money, and that if you begin to fill the waste-paper basket with it you are not only proving your inefficiency, but will probably get into trouble.
- (8) A busy man may dictate a sentence which is not put together in the best possible way. If such a sentence occurs in your notes, and you are sure you can improve it without altering the meaning, by all means do so unless expressly told not to. In ninety-nine cases out of a hundred this will be expected of you, and you must risk the hundredth case.
- (9) Never remove the letter from the machine until you have read it through very carefully indeed. While it is still in the machine it is easy to turn back to any particular space to make a correction. Once you have removed it from the machine, it is a long job to make a correction properly, especially if there are carbons to alter as well.

TYPING FROM MSS. AND DRAFTS

If spelling is not your strong point, the only way you can improve it is by observant reading, and by constant practice in writing. Words which constitute stumbling-blocks should be typed again and again until the fingers are able to reproduce them automatically. Refer to a reliable dictionary whenever you are in doubt.

A typist often has to type letters from rough drafts. The letters must be reproduced with every word correctly spelled, every sentence accurately punctuated, and the whole letter well spaced and balanced.

In deciphering bad manuscripts, leave blanks rather than transcribe nonsense. Difficulties can often be overcome by finding other words containing what appear to be the same letters. If you can get the drift of a whole passage in the neighbourhood of the illegible word, it will then probably yield up its meaning.

Refer to the explanations at the foot of the page, and then make a fair copy of the following extract :

The river lies before us. Let us take a boat and pull back to the London that we know.

u.c. The river Thames is ~~without doubt~~ the real main highway of London. Of the Thames it quite truly might be said, moreover, that though perhaps it has undergone more changes during the ~~past 30~~ years than any other outstanding feature of London, it has ~~at the same time~~ preserved most of its old characteristics.

cap. The two great embankments - from Blackfriars to Westminster on the ~~right~~ bank, and from Westminster to Vauxhall on the ~~left~~ bank which were begun in 1846 and 1866 respectively, as well as sundry other stretches of stone breakwater that have been constructed since at various points in place of the former low banks,

l/ have radically altered the aspect of the river along certain of its reaches, yet what remains of the old Thames, especially between

l.c. Southwark and Woolwich on the south side and Blackfriars Bridge and Blackwall on the north side, is essentially the same as it was

l.c. 50 years ago. [Now, as then, despite the Thames police, there are all manner of water-thieves and freebooters.--City of the World, by Edwin Pugh.

u.c. (or caps.) - capital letters

g - delete (omit)

^ - insert

ster - let it stand

— - run on

ital. - italics (indicated in typing by underlining)

tr. - transpose as indicated

l.c. - lower case (small letters)

- leave one space

o/ - insert full stop

[- N P. (new paragraph)

○ - close up

(Royal Society of Arts, Intermediate Stage)

One copy in single spacing (double between paragraphs) required for signature on the headed octavo paper provided. Both sides of the paper must be used if the letter extends to two pages, and the usual continuation sheet particulars are required.

Our ref. AP/101 Yr ref ER/FM

Messrs. Parkinson & Brown,
210 Bute St.;
Cardiff.

as your name has been known to us for some time.

Dear Sirs,

We thank you for your letter of the 24th inst.
& for the enclosures. Your references appear to
be satisfactory, & we shall not trouble ourselves
NP to make further enquiries. In accordance
with your suggestion, we have forwarded ^{as a trial consignment} two gross
of the ledgers, & half a gross of the filing sets.
We shall be glad to hear as soon as possible
how these items sell.

In this area the retail price of the ledgers
is about 27s.6d. each, & of the filing sets
35s.6d. to 47s.6d. each. We give you these
particulars purely as a guide. We do not
bind you in any way with regard to the prices
at which you should sell the articles. ^{and we rely upon you to obtain the best terms possible in the circumstances.}

We have made a note of your suggestion that certain
of our stock lines shd be branded with your name,
& we are certainly prepared to negotiate with you
in this direction if the present business turns
out satisfactorily. We are ^{as a matter of fact} already doing
considerable business on these lines in other
parts of the Country, & we find it advantageous
to all concerned.

The ledgers & filing sets will be dispatched
on Friday next & a "pro forma" invoice will be
forwarded under separate cover.
Yrs fflly,

Type the details below on one quarto sheet of paper ; display as you think best. A carbon copy is required.

4.

(d) Elements of Industrial Law

The common law of master & servant and statutory modifications. Principles of workmen's compensation. Legislation affecting hours of work, safety, health, wages & other working conditions of employed persons.

V. Full Membership

For admission to full membership candidates are required :-

- (a) To satisfy the requirements of the Council as to experience & other qualifications
- (b) To pass the Final Exam?

Final Exam

- Caps Note
- (i) Candidates must be not less than 23 years of age
 - (ii) Candidates must satisfy the examiners in Part I before proceeding to Part II

Part I

- (a) Industrial Relations & Social Factors
- (b) Principles & Methods of Remuneration
- (c) Industrial Law

Part II

- (a) Process Planning & Progress Control
- (b) Factory Equipment & General Maintenance
- (c) General Problems of Business Administration

TWENTY-SECOND LESSON

Read and copy the instructions regarding Telegrams and Cablegrams.

TELEGRAMS AND CABLEGRAMS

Telegrams and cablegrams are charged for according to the number of words ; therefore they should be as short as possible consistent with absolute clearness *to the recipient*. Study the message when written to make sure the recipient cannot be misled, or the consequences may be serious.

Remember these hints :

- (a) Nothing is gained by reducing the message to fewer words than the number upon which the minimum charge is based.
- (b) Clearness is true economy even if it costs a little more.
- (c) Construct the message in short, clear, succinct sentences. Then cut out all words that can be supplied by the reader.
- (d) Write numbers in words if possible.
- (e) Omit salutation and complimentary closing, but include the name of the sender unless confusion is impossible.

Type all telegrams and cablegrams with two carbon copies. Send one of these copies with the letter of confirmation, which must go off the same day.

Cablegrams are telegrams sent by sea cable, and may be despatched through a Post Office or one of the cable companies. The Post Office calls them Foreign and Colonial telegrams.

Radio telegrams may be sent in the same way as cablegrams.

(For further information see "*Practical Office Training*," Cassell & Co. Ltd.)

EXERCISE

Construct and type out telegrams in accordance with the above directions.

- (1) To a member of your family stating that the train upon which you were travelling has been wrecked, but that you are quite safe and will arrive by a relief train about 3 p.m.
- (2) To Mr. C. C. Wood, of Fenchurch Street, E.C., asking for an appointment at his office for the coming Saturday morning.
- (3) Answer No. 2, giving the appointment at 10.30 a.m.
- (4) To the Principal of your firm, announcing the destruction by fire of two of your warehouses. Your Principal is in Paris.
- (5) Instruct your broker—E. J. John, 727, King's Arms Yard, E.C.—to sell for you £400 Monad Engine Co. shares on reaching 72.
- (6) Instruct your traveller, C. A. Wood, who is in Leeds, to proceed at once to Manchester, where a letter of instruction will reach him at the Grand Hotel.

Type the letter for signature on the headed quarto paper provided.

Use single line-spacing (double between paragraphs) and insert the necessary date.

Our ref. EF/LM

E.T.D. Matthias, Esq.,
Acme Works,
Middlesbrough.

I intend to stay at the usual hotel in Liverpool, & shall be pleased to have a short report from you as early as possible.

Dear Mr. Matthias,

I am sorry 'that' I shall be unable to keep my promise to see you at Newcastle upon Tyne on Friday ^{afternoon} ~~next~~. I have just recd. an urgent message from Liverpool, where it will be necessary for me to spend ~~the next~~ ^{the next} 4 or 5 days in order to see several people, including Mr. F. Goodbar.

^{Under altered circumstances,} I shall be obliged if you will arrange to meet Mr. C. E. Hopkins to discuss with him the main ~~stap~~ ^{stap} points that we had in mind when we ~~talked~~ ^{talked} matters over on Monday last. If you can get c.e. to agree to the second Scheme, it will enable you to advance our plans, & we shall then be in a position to go into matters fully before we meet him again.

My unexpected visit to Liverpool will also interfere with our proposal to see Mr. A. Craig. I have written to him to-day & told him that when I am able to make definite arrangements I will write to him again about the suggested inspection.

Is there anything that I can do for you while I am in Liverpool? Although I have to be there longer than is convenient, I shall have some spare time for business appointments.

Yrs fllly.

Managing Director

ACCURACY TEST

	Strokes
Now, what are the conditions which ought to be satisfied—	59
which we should keep in view in order to satisfy them—in trying	125
to stimulate something of the nature of manufacturing industry in	191
these districts? The first condition is this, that the seeds,	255
the roots of industry, should be there already. I do not deny	319
that history gives us examples of industries which have been	380
planted afresh amid populations wholly unaccustomed to them, and	445
partly in some cases by the enterprise of Governments, in other	509
cases by the enterprise of private capitalists. But such oper-	574
ations are, in the nature of the case, difficult operations, very	640
specially difficult operations when you have to deal with the thinly	709
scattered populations of these so-called congested districts; and	776
undoubtedly it is a far more economic use of our energy and our	840
powers of organisation to take hold of an industry—the germs of	906
which already exist, than try to plant afresh some wholly new and	972
unaccustomed branch. The second condition which I think must be	1038
fulfilled by any successful attempt to promote manufacturing indus-	1106
try in these districts is that the industry should not be one with	1173
which machinery can successfully compete. It is perfectly vain	1238
in these days to attempt to continue to do by hand, by manual	1300
labour, that which can be better done in great factories with all	1366
the appliances of modern mechanical and chemical science. The	1430
struggle is too unequal. It is foredoomed from the beginning to	1496
hopeless failure. It can only be supported by charity, and an	1560
industry which is supported by charity is doomed at no distant date	1628
to suffer extinction. Therefore, I lay down as my second condition	1697
that the industry must be of a kind to serve some purpose which	1761
cannot be better served by populations having at their hands great	1828
capital, great factories, the whole mechanism of elaborate indus-	1894
trial production. Now I believe that both of these conditions	1958
are satisfied by the home industries which we are specially met here	2027
to promote to-day. (338-6.0)	2045

Type the Tabular Statement and rule in ink, or by means of the underscore.

UNION OF SOUTH AFRICA

TABLE II.

The following figures show details of the ordinary revenue of the Union Government for three years, ending March 31, in thousands of pounds.

REVENUE	1943-44	1944-45	1945-46
Customs	7,075	8,550	9,025
Excise	12,555	14,875	15,430
Posts, Telegraphs and Telephones ..	8,685	8,900	9,700
Mining	610	820	875
Income Tax	30,031	31,200	33,700
Gold mines—special contribution	8,310	7,450	6,875
Excess profits duty	11,075	13,000	15,000
New motor-car sales tax	25	1	10
Licences	300	300	982
Stamp duties and fees	1,300	1,950	2,350
Death duties	1,600	4,150	3,500
Native taxes	90	91	1,921
Forest revenue	900	1,250	1,200
Rents of government property	270	285	230
Interest	3,617	3,870	3,775
Fines and forfeitures	450	600	650
Departmental receipts	2,019	2,220	2,150
TOTALS (including all items) ..	88,912	99,512	107,373

Public Debt on 31 March, 1945, £532,000,000

TWENTY-THIRD LESSON

Read and copy.

DUPLICATING PROCESSES

The methods of duplicating letters have improved considerably of late years, and the various duplicating machines have a ready sale. Most businesses have need of a duplicator occasionally : sometimes more copies of a particular document are required than could be produced by the carbon process, yet not enough to justify having them printed. It may be a circular letter that has to be sent round at once to customers, or travellers, or agents ; it may be that the document is a price list or a prices current list that must be produced at an hour's notice ; it may be an advertising letter of a special kind, a notice of a meeting a programme of a small concert, a menu card for an hotel. There are hundreds of different ways in which the duplicator can help where ordinary typing would be far too slow and far too costly.

The Stencil.—Before considering the two normal types of duplicating machines, you must learn how to cut a stencil, as that is an essential part of the process of duplicating.

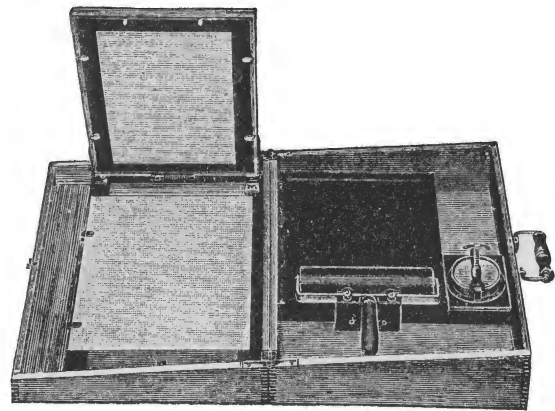
A stencil is a specially prepared sheet upon which is typed the letter or document to be duplicated, and, as the ribbon is switched off before this typing is done, each letter cuts through the sheet, making a stencil. When the duplicating actually takes place, a clean piece of paper is placed in contact with one side of the stencil, and ink is forced through the perforations from the other side, making an imprint on the paper of each letter or sign cut on the stencil. It is exactly the same principle as that adopted for stencilling patterns on cloth or on a wall, but the perforations are, of course, much smaller.

First of all you must see that your typewriter type is perfectly clean. Attend to each letter separately, being particularly careful to remove any dirt from the hollows of such letters as "a," "s," "g," or "c." The ribbon is then put out of action in the manner explained in the book of instructions which accompanies the machine, and, when this is done, everything is in readiness to cut the stencil.

When cutting the stencil, strike each key with a sharp blow and as evenly as possible. The exact touch required to cut a clear stencil can only be found out by practice, but you must not type too quickly. If you strike too heavily the middle parts of letters like "o," "p," and "b" will be cut right out and the imprint will be simply a blob of ink. Capital letters, especially those with a broad face like "W," "M," or "N," should either be struck more heavily or should be struck twice. The underscore and all punctuation marks should be struck very lightly. Remember that the underscore makes a straight line, and you should avoid it where possible or the stencil may break apart where it occurs. If there is a long underscore, break it up, if you can, into a series of shorter ones.

A mis-struck letter may be corrected by varnishing it with stencil varnish, thus filling in the cut made, and then re-typing with a slightly harder stroke when the varnish is dry.

When the stencil is cut and fixed in the machine, be careful not to put on too much ink at once.



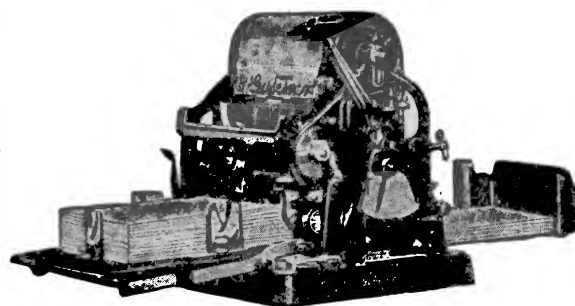
Remington Flat Duplicator

A FEW HINTS

1. Before removing the stencil from the machine, look it over letter by letter. You may find a letter that requires striking again lightly, or you may find an error to correct.
2. In printing your copies use proper duplicating paper. This, being absorbent, gives a better copy than is obtained if paper with a hard surface is used.
3. The machine must be kept clean. Keep a bottle of cleaning fluid handy for the purpose.

Flat Duplicator.—An illustration of a Flat Duplicator is shown on page 84.

After the stencil is cut it is stretched on the hinged frame in contact with a protecting silk sheet. This frame can be pressed down on the printing bed where the paper is placed, but when the frame is released a spring lifts it into the position seen in the illustration. In the right-hand compartment there is a slab and a tube of ink. A little of the ink is pressed on to the slab and rolled about until it is evenly distributed over the whole surface. Then a piece of paper is placed on the printing bed, the stencil frame is pulled down on it, and the inked roller is moved quickly but steadily from bottom to top. With a new stencil, use first of all a sheet of blotting paper; move the inked roller up and down four or five times in order to work the ink into all the perforations. When a clear impression is obtained, the stencil is ready for “rolling off.”



Ream Model Gestetner

The Rotary Duplicator.—There are several makes of Rotary Duplicators on the market, some of which are electrically operated.

In all of them the stencil is stretched on a round drum and the ink fed automatically behind it. By the turning of a handle the paper is passed between the printing roller and the cylinder, and as it rotates it carries this paper with it and at the same time imprints upon it the copy. This is thrown into a receiving tray, and all the operator has to do is to turn the handle, and, if there is a tendency to smudge, to drop a sheet of protecting blotting paper on the top of each copy as it falls into the tray. Most of these machines are fitted with a number recorder showing how many copies have been taken, and the majority of the stencils now on the market are so hard-wearing that it is possible to take thousands of copies from one stencil.

The information given will indicate the general principle of Rotary Duplicators, but every student should endeavour as early as possible to see one or more of these machines operated and to have the working of all the parts explained.

(Royal Society of Arts, Intermediate Stage)

Type a copy of the Tabular Statement and rule in ink, or by means of the underscore.

PROGRESS IN FACTORY BUILDING

Up to August 31, 1946, 2,090 building projects for new factories and extensions to existing factories had been approved since early in 1945. These will eventually provide additional employment for 185,000 men and 139,000 women.

Out of the total number approved, 853 are in the Development Areas and will eventually provide employment for 104,000 men and 93,000 women. 305 projects have been approved for the North Eastern Development Area, 285 for the Scottish Area, 218 for the South Wales and Monmouthshire Area, 25 for West Cumberland, 18 for South Lancashire, and 2 for Wrexham.

Building has begun on 347 of the Development Area projects and 23 have been completed.

NEW FACTORY BUILDINGS AND EXTENSIONS (5,000 SQ. FT. AND OVER) APPROVED TO AUGUST 31, 1946			
	Number of projects.	Estimated additional employment.	Estimated building cost.
Development Area :—			£000
North Eastern	305	72,900	15,652
West Cumberland	25	5,500	858
South Wales and Monmouthshire	218	59,100	12,115
Wrexham	2	300	64
South Lancashire	18	2,500	1,256
Scottish	285	57,200	11,242
Total Development Areas	853	197,500	41,187
Remainder of Great Britain :—			
Northern Region	14	1,100	224
East and West Ridings Region	186	14,800	4,803
North Midland Region	125	10,300	6,819
Eastern Region	82	3,800	1,957
London and South Eastern Region	149	14,500	2,857
Southern Region	58	4,200	1,472
South Western Region	75	8,500	1,529
Wales Region	11	1,200	1,278
Midland Region	211	21,400	6,083
North Western Region	259	38,700	13,386
Scotland Region	67	8,000	2,792
Total outside Development Areas	1,237	126,500	43,200
Grand Total	2,090	324,000	84,387

Type one copy of the notice below ; display it well to occupy one side of a sheet of quarto paper.

Particulars & Conditions of Sale of
The Lease of the Modern Roadhouse

known as
The Mountain Hut
Peak Village, Derbyshire

^{comprising}
Restaurant, Tea Room, Reception Room, Bed room, Bathroom
& usual offices etc.

Tennis Courts

Heated Swimming Pool

bar Park & garage.

All Main Services

Together with the Furniture & Effects including Jacobean
style Lounge chairs table etc., modern Refrigerator, outdoor effects
and The Goodwill of the Business which Messrs Johnson &
Sons will offer for sale by Auction at

The Auction Rooms, City Road London, E.C.3.

on Wednesday April 30th 1947 at 3 p.m.

Solicitors: Messrs. Laws, Rales & Lister.

Lincoln's Inn, London, W.C.2.

Auctioneers: Johnson & Sons.

Auction Rooms City Rd. London E.C.3
& High Rd. Derby

The Property can be viewed between 10.0 am
4.0 pm. on Monday & Tuesday 28th & 29th April
1947 on Presentation of the Catalogue,
obtainable from the above, Price 1/-

ACCURACY TEST

(Royal Society of Arts, Intermediate Stage)

	<i>Strokes</i>
The greatest period for Chinese porcelain manufacture was during the reigns of the Ming line of emperors. At this time many new colours and many new designs were invented, especially the famous blue and white ware.	65 137 204 215
In making porcelain, the clay is first thoroughly cleansed, sifted, and refined, then mixed and shaped on the potter's wheel, which is also a Chinese invention. Handles and other parts are added, and the whole is scraped smooth and allowed to dry. A coloured glaze is next put on by dipping, sprinkling, or blowing through a tube a very thin mixture of fine clay, coloured with certain minerals. The piece, at this stage, is now ready for firing in a specially designed kiln.	289 359 431 502 577 649 695
The kilns are large egg-shaped ovens of a brownish brick, fifty feet long, and twelve feet high at the highest point. Because of the intense heat, the kilns have to be rebuilt every year. Each piece of pottery is placed in the kiln with the greatest care, and arranged according to the temperature each one must have, but only certain pieces can be placed at the top of the kiln where the heat is greatest. The porcelain is protected from the direct heat by being set within strong clay trays.	766 839 912 985 1055 1127 1193
When it is full, the kiln is bricked up, and all its contents kept at a very high temperature for a day and a night, when it is allowed to cool off, and in due time the porcelain is removed. Sometimes the finer ware is set aside for additional decorations and more elaborate colouring. It must then be fired again, this time in smaller kilns, and with less heat.	1267 1339 1412 1486 1559
During the many hundreds of years that the Chinese have been making porcelain, they have developed many styles of decorations and ornaments. Some of the patterns have been handed down from one generation to another.	1622 1691 1755 1777

(313-5.7)

TWENTY-FOURTH LESSON

SPECIFICATIONS

A Specification is a document showing in detail work a contractor proposes to do on any particular job, or goods he proposes to supply. Specifications should be typed on foolscap paper, preferably with a black record ribbon. Duplicates may be made by means of carbons.

Line spacing will depend upon the length, but a very short specification on a foolscap sheet might be done in double spacing, with triple spacing between sections. For long specifications use single spacing between the lines, with double spacing between sections. When short, the completed specification is folded into two lengthwise. When long it is bound in book form and kept flat. The samples given show various forms of specifications.

Note that it will be necessary to set the margin stop for the main body of the work. The side headings can be inserted by using the margin release.

In the case of an important specification, it is usual to type an endorsement on the back of the last sheet in such a way as to read conveniently when the sheets are folded in two. For instance, at the top of the oblong so formed would be shown the date—"January, 1931"; in the middle would be set out details of the specification—"Specification of Decorative work to be executed at 62, Prince Albert Terrace, Sheffield, for A. S. Crossfield, Esq."; and at the foot, the name of the firm who drew up the specification—"John Roberts, F.R.I.B.A., Architect and Surveyor, Bank Chambers, Holborn, W.C.2."

BILLS OF QUANTITIES

A Bill of Quantities is a document giving particulars of materials required, and prepared in order to obtain prices or tenders for building. It should be typed on ruled foolscap or on plain foolscap which should subsequently be ruled. The ruling necessary comprises four columns on the left of the sheet, and a money column, with a narrow column preceding it, on the right. Use the tabular stops for setting out the various particulars.

The name of each trade appears at the head of the separate sections of the Bill. A summary of the whole should be typed on a separate page at the end.

Following are pages from two specifications. Type one copy of each, preserving the same indentations and margins. Type a short specification in double, and a long one in single spacing with an extra space between paragraphs. Use a 20 margin for the first line of the heading, and 25 for the other lines. The margin of the specification itself should be 20; the marginal headings at 5.

S P E C I F I C A T I O N of Decorative work to
be executed at 62 Prince Albert Terrace,
Sheffield, for A. S. Crossfield, Esq., to
the complete satisfaction and under the
superintendence of

John Roberts, F.R.I.B.A.,
Architect,
Bank Chambers,
Holborn, W.C.2.

January, 1950.

GENERALLY

The materials and workmanship are to be the best and the work is to be carefully prepared and afterwards rubbed down between each coat of paint. When the Contractor has made full size settings out of the work, the ornament is to be specially modelled or reproduced from original models, and is in either case to have the architect's approval. Any old work retained is to be prepared and the existing decorations to be painted out before the specified coats of paint are applied.

FRONT ENTRANCE
HALL

Remove present chimney piece grate and hearth, and prepare opening to and provide polished Hopton wood chimney hearth.

Messrs. Smith & Rogers, Ltd.,
21 Priory Road,
GLOUCESTER.

SPECIFICATION of and QUOTATION for

ONE IMPROVED FIXED BOILER-on-TANK PLATE
STEAM GRAB DREDGER, SIZE "7CC", mounted upon massive
cast-iron foundation suitable for bolting to the
deck of a Pontoon, complete with Double-chain Light
Plate Dredging Grab for mud, 48 cubic feet capacity,
and Double-chain Half-tine Grab for hard material
and rubbish, 35/28 cubic feet capacity; all in
accordance with the following Specification, Tender
and Drawing No. 5604.

<u>DUTY:</u>	Normal grabbing load on the single end of rope at 25' radius (tons) 3½ Tested to 25% in excess of this load.
<u>BOILER:</u>	Diameter 5' 3" Height 11' Heating Surface (square feet) 144 Grate Area (square feet) 17.8 Working Pressure (lbs. per square inch) 110 Hydraulic Test Pressure do. 220
<u>ENGINES:</u>	Diameter of cylinders 7½" Stroke 10½" Indicated horse power 55
<u>JIB:</u>	Suitable for a fixed radius of 25' Steam Derricking Gear is not included in this estimate.

Endorsements of Specification (page 90) and Bill of Quantities (93). Fold these documents from left to right in two folds and endorse on the side then uppermost.

January, 1950.

SPECIFICATION of Decorative
work to be executed
at
62 Prince Albert Terrace,
Sheffield,
for
A. S. Crossfield, Esq.

John Roberts, F.R.I.B.A.,
Architect & Surveyor,
Bank Chambers,
Holborn, W.C.2.

November, 1950.

BILL OF QUANTITIES of work
to be performed on the
erection of Buildings at
Berkshire Union.

W. B. Allnutt, F.R.I.B.A.,
Architect & Surveyor,
Westminster Chambers,
Reading.

Type the following Bill of Quantities. Use foolscap paper and single line spacing, with double between the items. Afterwards rule four narrow columns on the left and a single money column on the right, the latter preceded by a narrow column for details such as price per yard, etc.

Bill of Quantities of work to be performed in the erection of Bldgs at Berkshire Union

W. B. Allnutt, F.R.S. B.A.,
Architect & Surveyor,
Westminster Chambers,
Reading.

yds. ft. ins.

Plasterer.

£ s. d.

The lime & hair of one part
unslaked chalk lime & two parts
sand with the proportion of
one pound weight of dried and
well-beaten bullocks' hair to
every bushel of unslaked lime,
the lime to be run if required:
the whole to be thoroughly in-
corporated in a mortar mill.

147 - - Sup Lath & plaster two coats and
set with fine stuff and twice
lime white.

292 - - Sup Twice lime white roof boards and
timbers.

11 - - Sup. Old lath & plaster ceiling taken
down & rubbish removed off
the Hospital premises.

allow for making good after
other trades.

Bricklayer.

2 36 Sup. Lay the yard enclosed in
trellis work with good blue
Stafford bricks of an ap-
proved pattern, in good
cement grouted.

TWENTY-FIFTH LESSON

LITERARY WORK

Articles, stories, lectures, etc., should be typed on good quarto paper, with a ten margin, and on one side of the paper only. In paging, use bracketed numbers typed at the top in the middle of the paper. The line of writing will then begin about four line spaces beneath. If a story, it should be paged as a whole and not in separate chapters. Do not put the number on the first page, although counting it, and use small Roman numerals in paging the preface or introduction.

If the work is to be typed in draft, treble spacing will allow more room for additions and alterations. If certain pages are being corrected and re-paged, type two numbers on the page where a sheet has been removed, e.g., where page 112 has been taken out, the previous page would be given the number 111-112. On the contrary, if an interpolation has been made on two pages between pages 111-112, they would be numbered thus : 111a, 111b.

Any mistakes in spelling, grammar or punctuation, which you are sure the writer had overlooked, should be corrected. Always consult the writer, however, in cases of uncertainty, or where radical alterations appear to be necessary.

In order to preserve an equal margin at the bottom of successive pages of the same manuscript, it is a good plan to put a light pencil mark about an inch from the lower edge of the paper before feeding the sheet into the machine. Alternatively, if the paper is sufficiently transparent, use a backing sheet on which you have ruled a heavy line at an appropriate distance from the lower edge. Either method will enable you to keep an equal lower margin without the trouble of counting the lines on each sheet.

The pages should have uniform margins and contain about the same number of lines throughout the whole work. This will help in counting the words and be of service to the printer. Use unspaced capitals for the title of the book unless it has a short title, when spaced or double-spaced capitals are better. The author's name usually appears at the end of short articles and stories, but at the beginning of long ones. It should be underscored.

Where mathematical signs other than those on the keyboard, or the letters of a language such as Greek, occur in an article to be typed, leave sufficient space for their subsequent insertion with pen and ink.

Slide-on clips are better for manuscript than piercing clips, as the printer can more readily detach them. In the case of a novel, bind each chapter separately with a slide-on clip.

Keep manuscripts flat if at all possible, but if it is necessary to roll them, let the typewritten matter appear on the outside.

(Candidates should type on both sides of the paper and use DOUBLE spacing for the main part.)

spaced/
caps/

Qualcast Limited

Qualcast

The Twenty-seventh Annual General Meeting of Qualcast, Ltd, was held on 24/9/46 at the Midland Hotel, Derby, Mr J.E.V. Jobson (Chairman & managing director) presiding.

The Sec. (Mr E.J. Appleby) read the notice convening the meeting & the auditors' report.

The following is the Chairman's review, which had been circulated with the report & a/c for the year ended 30/6/46, & was taken as read:-

Ladies & Gentlemen, - You will recollect that during the war years our a/c covered the activities of our Derby Co. only - those now presented to you cover the operations of the whole of our group of companies for the year, with the exception of ^{our latest addition,} Ealing Park Foundry, Ltd, whose contribution covers only six months' trading. All taxation, as usual, has been reserved up to the date of closing the a/c, whether actually assessed or not.

The trading profit ^{for the year} is a record at £166,681, an increase of £17,800 over last year, but my opening remarks must not be overlooked when making comparisons. You will also recollect that during the war years, our subsidiaries paid no dividends, altho' they operated at a profit throughout, & this year we have 2 new subsidiaries, The Crane Foundry Company, Ltd & Ealing Park Foundry, Ltd. Over a period, various free reserves have accumulated in the books of our four subsidiaries, amounting to £71,689. Your directors have decided that it is ^{desirable} ~~advisable~~ for all reserves to be held by the parent company & consequently these have been transferred. I will deal with this item later.

caps/

40 per cent Final Dividend

The amount with which we have to deal this year is £269,301 & after paying £99,362 in ^{12 1/2 %} tax in the form of the year's net trading taxation, your directors feel fully justified,

(Continued)

in view of the fact that in spite of the continued growth of the co's activities, the shareholders have had no increase in returns during the last ten years, in recommending a final dividend on the Ordinary shares of 40 per cent, less tax, making a total distribution for the year of 50 per cent, less tax. (This will absorb £48,306) including preference dividends, only. They also recommend the transfer to General Reserve of £74,641, which covers the whole of the reserves I mentioned above with a small addition, & will leave our carry forward at £46,992 better off by £7,018.

Reserves. - You will note that the ^{general} reserve now totals £350,000 which, together with the carry-forward of £46,992, represents 233 per cent on the issued Ordinary capital.

Assets. - You will notice in the consolidated statement ^{for the first time} that the assets of our group exceed the million mark, £1,004,967.

Fixed assets show an increase of	£ 94,847
Current assets show an increase of	71,191

A total increase of	166,038
---------------------	---------

Current liabilities - deduct increase of	49,381
--	--------

Making a net gain on total ^{net} assets of	£ 116,657
---	-----------

Notes/

New Subsidiaries

During the year, we completed the purchase of The Crane Foundry Company, Ltd., & Ealing Park Foundry, Ltd., & we can now say that the foundries of the Qvaleast group are capable of dealing with the mass production of all types of light grey iron castings.

New Process. - Last year I mentioned our acquisition of the British patent rights for a process of die casting iron, & forecast a successful application to peace-time requirements.

The increase of £200,000 is made up of £125,359 share premium account, accruing from the purchase of our two subsidiaries, & the sum of £71,689 transfer of accumulated reserves from our subsidiaries, plus £2,952, making in all £74,641, & a round sum at General Reserve.

ACCURACY TEST

(Royal Society of Arts, Intermediate Stage)

	<i>Strokes</i>
When I was a boy I learned, after many discouragements, to play on	67
a tin whistle. In our town, there was a wandering old fellow who, with	139
his little whistle to his lips, and gently swaying his head to his tune and	215
tapping one foot in the gravel, would sit for hours on the shady side of a	290
certain ancient hotel barn, and produce the most wonderful and beguiling	363
melodies.	372
His favourite selections were very lively, and I can see him yet, with	445
his jolly eyes almost closed, his lips puckered around the whistle, and his	521
fingers stiffly poised over the stops. The thrill which his music gave to	596
the heart of a certain barefooted boy will never be forgotten.	658
In time, I secured a tin whistle, and began diligently to practise a	729
few tunes. I certainly must have been a nuisance, for it soon appeared	800
to be the set purpose of every member of the family to break up my	867
efforts. Whenever my father saw me with the whistle to my lips, he	935
would instantly set me at some useful work, for he was an adept at find-	1006
ing useful work for a boy to do. At the very sight of my stern aunt I	1077
would instantly conceal my whistle in my blouse and fly for the garret or	1150
cellar, like a cat caught in the cream, for such are the early tribulations	1226
of musical genius.	1244
At last security was found in a remote spot on a beam in the hay-	1311
barn, where, lighted by a ray of sunlight which came through a crack in	1383
the eaves and which pointed a dusty, golden finger into that hay-scented	1456
interior, I practised rapturously and to my heart's content upon my tin	1528
whistle.	1536
Never will the joys of those hours in the barn, nor the music of that	1608
secret tin whistle, fade from memory ; nor the crooning of the pigeons	1678
in the eaves, and the slaty sound of their wings as they flew across the	1751
open spaces. (335-5.3)	1763

TWENTY-SIXTH LESSON

POETRY AND PLAYS

Poetry.—In typing poetry the general rule is to get the verses in the centre of the page with uniform margins all round. Use single spacing and leave two line spaces between stanzas. Begin every line with a capital letter. Lines that rhyme usually begin at the same scale number, unless of irregular length, when they are centred.

Where indented lines are used, indent two spaces only. Choruses and refrains have a much greater indentation than stanzas. Read with keen observation a volume of verse printed by a firm of good publishers, and type several poems for practice.

Plays.—In typing plays, use single spacing, with a fifteen degree margin, and leave two or three line spaces after each speaker's words. Place the names of the speakers in capitals in the margin, abbreviating them when they are long. Leave sufficient margin for binding. Introductory pages contain particulars of scenery, characters, costumes, etc., and on the front page appear the title of the play and the name of the author.

The paging of the play should be done as a whole and not in separate acts, the numbers being centred at the top of the page. Place short stage directions in the middle of the page, but start long ones at the margin. Type all unspoken words of any kind in red, within brackets. When a two-colour ribbon is not available, underline all unspoken parts in red ink afterwards, on both original and carbon copies.

Actors' parts or single part copies, are the parts of a single speaker detached from the rest of the play to facilitate memorising. Type in double spacing on octavo paper, but use single for stage directions. The closing words of the previous speaker are called "cues." These enable the actor to know when his turn arrives. The cues should begin near the middle of the page. Type them in red, prefaced by leader dots beginning at the margin. Use a red ribbon for cues and all unspoken parts.

When the typing of a play is completed and corrected, stitch it into a protecting cover with silk or tape. Type the title neatly on a gummed label and stick the label on the cover.

Film Scripts.—These are treated quite differently from plays. The form of display varies with different studios, and stenographers engaged in the typing of scripts are given a list of the rules followed in that particular studio. It will be found, however, that although the setting out may vary considerably, all arrangements show generous and carefully allotted masses of white space on the completed script. This is to enable technical department heads and script supervisors to make the lengthy pencilled notes which are often necessary. The lines of dialogue are generally widely spaced for easy reading. Unlike the stage, it is not customary in the studios to make separate scripts of the dialogue for each actor.

The following are the rules issued by one large film studio:—

- Margins : 10—Dialogue.
- 15—Scene Description.
- 20—Business in Parenthesis (Character description).
- 30—Name of person speaking dialogue.
- 40—Title of the story.
- 40—"Changes " or "Adds."
- 55—Date.
- 65—Page and scene numbers.

Three spaces are to be left between scenes.

ACCURACY TESTS

(I)

Type one copy of the following extract :—

ODE ON INTIMATIONS OF IMMORTALITY FROM RECOLLECTIONS OF EARLY CHILDHOOD

There was a time when meadow, grove and stream,
The earth, and every common sight,
To me did seem
Apparelled in celestial light,
The glory and the freshness of a dream.
It is not now as it hath been of yore :—
Turn wheresoe'er I may,
By night or day,
The things which I have seen I now can see no more.

The rainbow comes and goes
And lovely is the rose ;
The moon doth with delight
Look round her when the heavens are bare ;
Waters on a starry night
Are beautiful and fair ;
The sunshine is a glorious birth :
But yet I know, where'er I go,
That there hath passed away a glory from the earth.

Now, while the birds thus sing a joyous song,
And while the young lambs bound
As to the tabor's sound,
To me alone there came a thought of grief :
A timely utterance gave that thought relief,
And I again am strong.
The cataracts blow their trumpets from the steep ;
No more shall grief of mine the season wrong :
I hear the echoes through the mountains throng ;
The winds come to me from the fields of sleep,
And all the earth is gay ;
Land and sea
Give themselves up to jollity,
And with the heart of May
Doth every beast keep holiday :—
Thou child of joy
Shout round me ; let me hear thy shouts, thou happy
shepherd-boy !

William Wordsworth.

A C T II

Scene 2

A Room in Lady Sneerwell's House

(LADY SNEERWELL, MRS. CANDOUR, CRABTREE, SIR BENJAMIN
BACKBITE, and JOSEPH SURFACE, discovered.)

LADY SNEERWELL Nay, positively, we will hear it.

JOSEPH SURFACE Yes, yes, the epigram, by all means.

SIR BENJAMIN O plague on't, uncle! 'tis mere nonsense.

CRABTREE No, no; 'fore Gad, very clever for an extempore!

SIR BENJAMIN But, ladies, you should be acquainted with the circumstance. You must know, that one day last week, as Lady Betty Curricke was taking the dust in Hyde Park, in a sort of duodecimo phaeton, she desired me to write some verses on her ponies; upon which, I took out my pocket-book, and in one moment produced the following:-

Sure never were seen two such beautiful ponies;
Other horses are clowns, but these macaronies:
To give them this title I'm sure can't be wrong,
Their legs are so slim, and their tails are so long.

CRABTREE There, ladies, done in a smack of a whip, and on horse-back, too.

JOSEPH SURFACE A very Phoebus, mounted - indeed, Sir Benjamin!

SIR BENJAMIN Oh, dear, sir! - trifles, trifles.

(Enter LADY TEAZLE and MARIA)

MRS. CANDOUR I must have a copy.

LADY SNEERWELL Lady Teazle, I hope we shall see Sir Peter?

LADY TEAZLE I believe he'll wait on your ladyship presently.

LADY SNEERWELL Maria, my love, you look grave. Come, you shall sit down to piquet with Mr. Surface.

Nicholas Nickleby.

Scene - Schoolroom of Dotheboys Hall Boys
assembled in charge of Nicholas Nickleby

(Enter Squeers wielding a fearful instrument
of flagellation)

Squeers Is every boy here? (Scowlingly surveys the room)

Each boy keep his place. Nickleby to go dead Sir

(Exit Squeers. Enter a moment later Mr and
Mrs Squeers, the former dragging Smike
a dejected looking urchin, by the collar.)

(To Smike) Have you anything to say? Nothing
I suppose? (flourishing the cane) Have you anything
to say?

Stand out of way Mrs Squeers, I've hardly room enough

Smike. Spare me Sir!

Squeers Oh! that's all, is it? Yes, I'll flog you within an
inch of your life and spare you that.

Mrs Sq. Ha! ha! ha! that's a good'un

Smike (Faintly) I was driven to do it

Squeers Driven to do it were you? Oh! it wasn't *yi* fault
it was mine I suppose eh?

Mrs Sq. (Takes Smike's head under her arm and administers a cuff
at each epithet) A nasty, ungrateful, pig headed, brutish
obstinate sneaking dog what does he mean by that?

Squeers Stand aside my dear We'll try and find out
(clutches Smike firmly & administers one desperate cut on his back)

Nickleby. (in stentorian voice) Stop!

Squeers Who cried stop?

T W E N T Y - S E V E N T H L E S S O N

FILING SYSTEMS

A good filing system is one in which the letters and papers filed can be quickly found. Speed in finding rather than in filing is the object to be sought. Remember that a dictionary is a filing system for words, and a directory is a filing system for names.

The four methods of filing records are :

- (1) Alphabetical, in which everything is filed in strictly alphabetical order like a dictionary.
- (2) Numerical, in which papers are filed by numbers.
- (3) Alphabetic Numerical, a combination of the alphabetical and numerical methods.
- (4) Geographical, in which the records are filed according to town, city, county, country, etc.

Records filed on the above methods are usually placed in an upright position in a vertical filing cabinet. A folder is allotted to each correspondent. The name of the correspondent is written across it, or on a projecting tab, thus : Thackeray, W. M.

When the number of correspondents is small, but the quantity of matter to be filed considerable, the Alphabetical method is suitable. The Numerical method requires the addition of an alphabetical card index. The Geographical method is useful when it is desired to group correspondence in a certain area.

In indexing abbreviated names like Wm. or St., treat them as though they were spelt out in full. The name of a company beginning with "The " should be indexed thus : "Bournemouth Motors Ltd. (The)." In indexing the firm name "John Anderson & Co." write "Anderson, John & Co." A Corporation name such as The Corporation of Folkestone would be indexed : "Folkestone, Corporation of."

The letters of correspondents who do not write regularly, or from whom the number of letters received is small, may be filed in a miscellaneous folder. This is usually of a different colour.

Some businesses transfer folders from files only when they are full ; others, every year or half year.

Indexing is facilitated by the use of tabs and signals, which are small projections of different colours. These serve to differentiate sections or types : e.g., in the records of a commercial school, red tabs could be placed on the right-hand top corners of cards to indicate day students, and blue tabs to indicate evening students. In an employment bureau, the cards of stenographers could be allotted green tabs; typists, red tabs; those knowing French, yellow tabs, etc.

Guide cards, slightly larger than the folders, are used for each letter of the alphabet and any other divisions found necessary.

(For complete information, see *Practical Office Training*, Cassell & Co. Ltd.)

Caps / Swan Committee's Report on Revision of Patent Laws

under the Chairmanship of Mr Kenneth Swan, K.C.,
The Departmental Committee, appointed by the President of the Board of Trade in April 1944 for the purpose of recommending any changes that might be desirable in the Patents & Designs Acts & in the practice of the Patent Office & the Courts in relation to matters arising therefrom, have now produced a Second Interim Report dealing with the questions of the abuse of monopoly rights in patents & the trial & cost of patent actions. Copies of the Report, "Patents & Designs Acts - Second Interim Report of the Departmental Committee" (Cmd. 6789), can be purchased from H. M. Stationery Office, price 9d. (by post 11d.).

Caps / 1 Abuse of Patent Rights

The Cttee indicate that they have given careful attention to the question of ^{the alleged} suppression of inventions. Rumours of such a practice have been frequent but no specific instances ^{of such suppression} have been brought to light, despite endeavours to secure evidence from various sources, including persons who have stated publicly that such a practice exists. This has not, however, prevented the Cttee from making recommendations designed to ensure that patented inventions are worked to the fullest possible extent, altho' they feel that the proposal that all patents shd be indorsed "Licences of Right" wd not be likely to produce the desired result, & might even tend to discourage research & invention. Such an indorsement wd mean that any person desiring a licence under an indorsed patent wd be entitled to a licence as of right & upon terms wh failing agreement, would be settled by the Comptroller of Patents.

The Report begins with a survey of the origin & growth of our patent system. The Cttee appear satisfied that the system of encouraging & protecting inventions by the grant of patents is well suited to secure the ^{continued} stimulation of technical progress, & they recommend that its basic principles shd be preserved.

Having given their reasons for rejecting the proposal to make all patents subject to the grant of compulsory licences, the Cttee pass to the consideration of the special provisions of the Act under which compulsory licences can at present be obtained. Under Section 27 of the Act, the Comptroller is now authorized to grant a compulsory licence to any person who is able to establish that a patentee has abused the rights conferred upon him by his patent. The Cttee propose that the Section shd be enlarged to provide also for the grant of compulsory licences in cases where more extended use could be made of a patented invention, even when no actual abuse of patent rights has taken place, & they proceed to set out the broad principles which should guide the Comptroller in cases of this character.

Caps / Trial of Patent Actions

The second major subject dealt with in the Report is the question of the trial & cost of patent actions. [The high cost of legal proceedings connected with patents has long been a cause of complaint. It has been strongly urged before the Cttee that such proceedings are unduly prolonged as a consequence of their coming before Judges with no training in technical matters. To remedy this, the Cttee recommend the appointment of 2 Judges possessing technical qualifications at least sufficient to enable them to grasp the broad technical principles of a case without the necessity of extensive preliminary instruction or explanation. The Cttee further recommend that a scientific assistant shd, in general, sit in Court for the purpose of assisting the Judge to understand the technicalities of the case.]

(Royal Society of Arts, Intermediate Stage)
Type the Tabular Statement and rule in red ink.

Table <u>XXI</u> Birthplaces of Population — Australia, 1921 & 1933 (Exclusive of full-blood Aborigines)			
Birthplace	Census 1921	Census 1933	Increase (a) 1921 - 1933
Australia	4,581,663	5,716,787	1,135,124
New Zealand	38,611	45,963	7,352
Other Australasian	524	774	250
England	446,124	486,039	39,915
Wales	13,490	14,468	996
Scotland	108,756	132,290	23,534
Ireland	105,033	78,548	- 26,485
Germany	22,396	16,829	- 5,567
Greece	3,654	8,293	4,639
Italy	8,135	26,693	18,558
Other European	36,841	43,139	6,298
British India	6,918	6,768	- 150
China	15,224	8,555	- 6,669
Other Asiatic ..	8,150	9,192	1,042
South African Union	5,408	6,178	770
Other African ..	1,367	1,642	275
Polynesian ..	3,168	2,880	- 288
At Sea	3,708	2,051	- 1,657
Not Stated ..	14,492	11,165	- 3,327
Canada	3,550	3,920	370
United States of America	6,604	6,054	- 550
Other American	1,918	1,593	- 325
Total ..	5,435,734	6,629,839	1,194,105
(a) minus sign (-) denotes decrease.			

T W E N T Y - E I G H T H L E S S O N

LEGAL WORK

When typing legal documents a "brief" machine will usually be necessary, as some legal documents have to be typed on brief paper, size 13" by 16".

Use double line-spacing for foolscap work, but treble for a draft or when typing on brief paper. Allow a margin of a quarter the width of the paper.

No erasures or abbreviations should appear in the final document. Omit all punctuation marks and do not divide words at line-ends. In the case of certain legal documents—a Will or the engrossment of a Deed—a red ink line should be ruled to fill in any long blank spaces at the ends of clauses.

Important words and names are typed in capitals when first they occur. The title of a document, such as "This Indenture," appears in spaced capitals underlined, as also the word "Between" which comes immediately after the date.

Figures should not be used except for the numbers of houses, paragraphs, etc.

Special care must be taken that nothing is omitted. It is better to read over each page as it is typed.

Number the pages at the bottom in the centre of the page. When legal documents are typed on double foolscap, the typing must be on both sides of the paper, and, if necessary, an extra leaf or leaves may be added to the centre of the document. The back page is always reserved for the endorsement. Documents with added leaves should be bound together with green silk.

Fold Agreements, Conveyances, Wills and similar documents, also Briefs and Abstracts of Title, from bottom to top twice in four folds, and endorse on the side then uppermost, the top of the endorsement being to the left. Papers to be used in Law Cases such as Statements of Claim, Writs, Affidavits, etc., are folded from left to right in two folds, and the endorsement typed on the side then uppermost. The name of the document should appear just above the middle of the page, so that if the papers are tied in bundles with red tape the titles may be seen easily without untying. The date usually appears at the very top, and the solicitor's name at the foot of the endorsement.

If the words "In witness whereof, etc.," appear in the draft, complete the clause in the final copy as follows : "In witness whereof the said parties to these presents have hereunto set their hands and seals the day and year first above written."

Begin the Attestation Form in the margin and bracket it ; e.g.,

SIGNED SEALED AND DELIVERED	}	(Signature)
by the within named		
in the presence of		
(Witness's signature)		

Two Attestation Forms are necessary in most documents.

A simpler Form of Attestation is given on page 108.

A number of single sheets comprising a legal document may be secured with piercing paper-fasteners. The process known as "eye-letting" is better still.

ACCURACY TESTS

Allow margin of 20 spaces. Make one perfect typescript of this Will on foolscap paper. Fold in four and endorse as example on page 109. Type the sums of money in words and also the date at the end of the document. The last clause of a Will is generally typed in single spacing and the brackets typed continuously.

THIS IS THE LAST WILL AND TESTAMENT of me PERCY GEORGE ELLIS of 58 Waverley Road Matlock in the County of Derby _____

1. I HEREBY revoke all former wills and testamentary dispositions by me made and declare this only to be my last will and testament _____.
2. I APPOINT my wife Blanche Ethel Ellis and my son Ernest George Ellis (hereinafter called my Trustees) to be the Executors and Trustees of this my will _____
3. I GIVE the following specific legacies (namely) TO my said son my gold watch and chain and TO my daughter Ethel Elizabeth Ellis my signet ring AND I DECLARE that these legacies shall be free from legacy duty _____
4. I GIVE the following pecuniary legacies (namely) TO my said son the sum of £2000 TO my said daughter the sum of £1500 and TO my nephew Percy Frank Smith the sum of £1000 _____
5. I GIVE DEVISE AND BEQUEATH all my real and personal estate not hereby otherwise disposed of unto my Trustees UPON TRUST that my Trustees shall sell call in and convert Into money the same or such part thereof as shall not consist of money and shall with and out of the moneys produced by such sale calling in and conversion and with and out of my ready money pay my funeral and testamentary expenses debts and the legacies bequeathed by this my will or any codicil hereto and shall invest the residue of the said moneys with power for my Trustees from time to time to vary the investments and shall stand possessed of the said residuary trust moneys and the investments for the time being representing the same (hereinafter called the residuary trust funds) IN TRUST to pay the income thereof to my said wife during her life and after her decease IN TRUST for my said son and said daughter in equal shares absolutely IN WITNESS whereof I have hereunto set my hand this _____ day of _____ 194

SIGNED by the above-named testator PERCY)
GEORGE ELLIS as and for his last will and)
testament in the presence of us both being present)
at the same time who in his presence have hereunto)
subscribed our names as witnesses _____)

Make one perfect typescript of this Memorandum of Agreement on foolscap, double foolscap or demy paper. Endorsement on page 109. Remember to type numbers in words and to type the brackets at the right-hand side of the final clauses.

MEMORANDUM OF AGREEMENT made the Twelfth day of August One thousand nine hundred and forty-nine BETWEEN HERBERT JOHN STYLE of 348 High Street Westminster in the County of London Tailor (hereinafter called the Employer) of the one part and ERNEST RICHARD SNIPS of 12 Grass Avenue Parsons Green in the same County Tailor's Manager (hereinafter called the Manager) of the other part WHEREBY IT IS MUTUALLY AGREED by and between the parties hereto as follows _____

1. THE EMPLOYER shall employ the Manager who shall serve the Employer as Manager of the business of a Tailor and Breeches Maker carried on by the Employer at 348 High Street Westminster aforesaid for the term of 3 years from the date of this Agreement _____
2. THE MANAGER shall at all times observe and carry out all lawful directions and instructions given to him by the Employer and in particular shall devote the whole of his time and attention to the said business and shall not either directly or indirectly be engaged in any other business _____
3. THE EMPLOYER shall pay to the Manager for his services as aforesaid the weekly salary of £10 such weekly sums to be paid on each Saturday during the continuance of this agreement _____
4. PROVIDED ALWAYS and it is hereby expressly agreed and declared that if the Manager should commit any breach non-performance or non-observance of any of the obligations on his part hereinbefore contained or shall be guilty of any gross misconduct (of which the Employer shall be the sole judge) then and in any such case it shall be lawful for the Employer summarily to determine this agreement anything to the contrary herein contained notwithstanding _____

AS WITNESS the hands of the parties hereto the day and year first above written.

WITNESS to the signature of the
above-named HERBERT JOHN STYLE } }

WITNESS to the signature of the
above-named ERNEST RICHARD SNIPS } }

Practise typing both these endorsements on slips 8" x 3½": then type on the back of the documents copied from pages 107 and 108. Fold the Will and Agreement from bottom to top twice and make a pencil mark at the left, to show the top of the endorsement. Partly unfold and insert in the machine. Type the endorsement as below, and afterwards erase the pencil mark.

DATED 3rd JUNE, 1949.

W I L L

of

P. G. ELLIS, Esq.

DATED 12th August, 1949.

Mr. H. J. STYLE

and

Mr. E. R. SNIPS.

A G R E E M E N T

for service as Manager.

Fox, Ketty & Co.,

Lincoln's Inn Fields

W.C.2.

T W E N T Y - N I N T H L E S S O N

LEGAL WORK (*continued*)

A Statement of Claim is normally typed in double spacing. Type on one page of double foolscap, and reserve the back sheet for endorsement.

The heading is typed as follows :

I N T H E H I G H C O U R T O F J U S T I C E

Writ issued the 6th June, 1948

C H A N C E R Y D I V I S I O N

Statement of Claim delivered
14th June, 1948

Mr. Justice Wild

B E T W E E N ERNEST CRANK and JOSEPH SHAFT

Plaintiffs

and

WALTER WRIGHT, RICHARD REED and PERCY PLANT **Defendants**

S T A T E M E N T O F C L A I M

Type a copy of this Agreement, and endorse accurately on the back. (It is continued on the next page.)

A G R E E M E N T made the first day of July One thousand nine hundred and fifty-two B E T W E E N CORNELIUS JOSEPH CORNES (hereinafter called the " Landlord ") of the one part and PETER JAMES FOOTE (hereinafter called the " Tenant ") of the other part WHEREBY IT IS AGREED between the parties as follows

- I. THE Landlord will let and the Tenant will take ALL THAT dwelling-house situate and being No. 5 Creed Road Stoke Newington in the County of London and also all the household furniture and things now being in and about the said dwelling-house

belonging to the Landlord and specified in an inventory which has been drawn up in duplicate and dated this day and signed by both parties at the yearly rent of Two Hundred pounds payable quarterly on the usual quarter days the first payment to be made on the twenty-ninth day of September One thousand nine hundred and fifty-two————

2. THE Tenant agrees to pay the said rent on the days and in manner aforesaid————
 3. HE will also keep the said furniture and things clean and in good order and condition and also the internal parts of the said dwelling-house and in such order and condition deliver the same up on the termination of the tenancy —————
 4. HE will also allow the Landlord or his agent at all reasonable times to enter upon the said premises and inspect the same and the said furniture and things and will within one month after receipt of written notice from the Landlord so to do repair all defects in the said premises and furniture and things as shall be specified in the said notice and which he shall be liable to do and repair and he will in default of compliance with such notice permit the Landlord at any reasonable time to enter upon the said premises and himself repair such defects and will forthwith upon receiving from the Landlord an account of the cost of such reparation by the Landlord pay the amount thereof to him —————
 5. HE will not without the consent of the Landlord underlet the said premises or any part thereof or remove or attempt to remove the said furniture and things or any part thereof —————
 6. THE Landlord will keep the walls roofs and external parts of the said premises in good order and repair during the said term and will forthwith upon written demand by the tenant replace with articles of equivalent character and quality any such of the said furniture and things as shall during the said term become damaged or unfit or unsuitable for use or worn out by fire damp dry-rot unavoidable accident or reasonable use and wear —————
- AS WITNESS the hands of the said parties the day and year first above written

WITNESS :

WITNESS :

Filed the 19th day of February 1951 by Messrs.
Bryant & Bent of 97 Edgeware Lane in the
City of Under Solicitors for the above named Pkg.

SPEED TEST

If you are hunting a job, you ought to go about it intelligently. Make up your mind you are not going to be sorry for yourself, no matter what happens. Self-pity makes you weak and wretched, and it makes you subtly offensive to others.

Second, out with fear! Why should you tremble and hesitate before any man? You have something to sell that somebody wants; that is, your ability and labour. Keep going until you find that somebody. He will be as glad to get your services as you will be to get his money. Plan your campaign. Don't drift. Don't go at the business hit or miss. Make out a list of the places where you think you may possibly find employment. Then take so many every day. Visit them systematically. Note what each man says. Go back again to where there seem favourable signs. Be persistent. I have heard it said that one reason the devil is so successful is that he is so persistent. Be patient. Don't give up. Keep your chin up. Be polite; not cringing, but courteous. Don't argue with a person from whom you want employment.

Watch your personal appearance. Look clean. Have your coat brushed and your shoes polished; also your hair combed, and no mourning on your finger-nails. Little things sometimes cry out loud. Be as faithful in putting in your hours job-hunting as if that were a job itself for which you were drawing wages. Be careful of your breath. Do not adorn it with whisky odour nor the smell of tobacco. That man you hope may employ you may object to these things. And nobody objects to the absence of them. Remember that nobody has a job just waiting for you; there are no positions open. They will all tell you the same things. They have too many employed now. Never mind. If A does not need you, perhaps B does, and so on down to Z. Keep pegging away.

Get this idea into your head: "Somewhere is a job for me. Some person wants me. It's all a question of finding." Remember that there is a scarcity of capable, cheerful and efficient workers in every store, office and factory in town. If you can do your work well and look pleasant, you are in demand. All you've got to do is to locate that demand. If you are looking for a job, it may interest you to hear what is the one quality which employers the world over want most. It is agreeableness. Agreeableness is the diamond among virtues, for it is the most precious and rarest of all. Be agreeable! And you'll be in demand. For in every walk of life they are crying for the agreeable person.—*Dr. Frank Crane.*

Strokes

66
138
210
238
306
375
443
516
585
656
725
798
865
933
1008
1078
1084
1147
1220
1290
1358
1428
1499
1571
1641
1714
1787
1855
1921
1989
2061
2131
2201
2269
2340
2411
2483
2556
2568

(463-5.4)

THIRTIETH LESSON

APPLYING FOR A POSITION

In writing a letter of application for a position, avoid hackneyed expressions and long sentences. Use good, quarto-size paper and an envelope that matches it.

Avoid long letters and abbreviations. Business men do not wish to be regaled with details of family history and other irrelevant matter.

Type the letter neatly. Make it perfect in every particular. Answer all the requirements of the advertisement, and if certain definite qualifications are asked for, state whether you possess them.

Do not brag. Judicious self-appraisal is sufficient. Do not talk about things which anyone can do, but about the things on which you have specialised, and can do very well.

“Hoping my application will be successful” is too hackneyed. Avoid all such time-worn endings.

Give particulars of training, scholastic successes and experience. Submit references of people who know you well, and who can verify your statements. The application should either state the writer's sex or be signed with one Christian name written in full.

If an interview is granted, be sure to arrive in good time for your appointment. Dress neatly and tastefully. Take a shorthand note-book, fountain-pen or pencil and typewriting eraser in view of the possibility of a test. If tested, do the work as thoroughly and accurately as you can. Your attitude at the interview should be neither one of self-aggrandisement or pretension, nor one of servility or indifference. Do not talk unnecessarily, but when addressed, speak in a simple, natural business-like manner.

Be alive to every opportunity of creating a good impression. A young lady was once being interviewed, and whilst the prospective employer was scanning her letters of recommendation, the telephone rang. She saw he needed to make a memorandum and handed him a pencil and paper. This pleased him, and she got the job.

ACCURACY TEST

Type a perfect copy of these hints, and then use them in practice.

Make a shorthand note of all instructions received from your employer. Never trust to memory, nor keep him waiting while you fetch note-book and pencil. If you cannot carry a small book about with you, keep a few tablets in different places. Be ready for anything at any moment in any place.

Record all appointments on a desk calendar, or in a diary. Keep a loose-leaf address-book or address file for all important addresses.

Date your note-book daily in a large clear hand. When taking notes, write common and familiar names in shorthand, and for initials write longhand small letters without lifting the pen. Settle points of punctuation, paragraphing, etc., during the pauses in dictation in order to facilitate rapid transcription. Never fail to indicate full stops in note-taking. A marginal note is useful for making memoranda about enclosures, also for indicating, during dictation, the order in which letters have to be transcribed so as to catch an early post with urgent ones. Make interpolations in your notes by encircling figure (1) for the first interpolation at the point where it ought to go. Then write the additional matter on a subsequent page, prefixing it with the same encircled figure (1). For the second interpolation use an encircled figure (2) in both places, and so on.

Do not interrupt a dictator until the letter is finished. Encircle doubtful words and ask about them afterwards. Never type nonsense. If you get stuck, consult the dictator. Draw a single vertical line down the middle of your notes after transcribing. File note-books away carefully in case they are wanted subsequently.

You should know how many lines of typewriting are equivalent to a page of your shorthand notes, and about how many pages an hour you can type. The speed at which you can read your shorthand notes should be brought up to the level of your typing speed, or *vice versa*.

Provide your desk with all necessary reference books in the shape of directories and gazetteers, time tables, etc. The accessories most in use (letter-heads, carbons, envelopes, etc.) should be in drawers nearest to your hand.

If you make frequent errors, you are typing too fast. Go more slowly if you want more real speed. Keep your eyes on the notes and away from the machine all the time. Read all letters before removing them from the machine, as correction is easier then than after withdrawal. Where corrections or additions are made to letters, see that they are also recorded on the carbons. After transcribing, place the letters face downwards on the table with enclosures attached, and the envelope flaps over the backs of the letters.

Anglo-Argentine Agreement

The text of the agreement reached betw the Argentine Govt. & the British Mission headed by Sir Wilfred Eady, issued by the Treasury, is as follows:-

I. Payments

A. Current Payments

- (1) Trade ^{& financial} payments betw Argentina & sterling area to continue to be settled in sterling. by Argentina.
- (2) As from the date of this agmt. all sterling to be freely available for payment for current transactions anywhere so long as the present technical difficulties temporarily preventing transfers of sterling to certain other countries subsist, this free availability can be exercised by transfer to American account or, ^{at the option of the B. of E.} into gold.

B. Sterling Balances accumulated up to date of this Agmt.

- (1) At the date of this agmt. the stpt balances of sterling accumulated on Argentine special account to be established.
- (2) Argentina to be free to utilise part of this balance:-
- (a) To repatriate outstanding sterling public debt, national, provincial & municipal.
 - (b) To transfer to Brazil, subject to the country's agmt, an amount up to £10,000,000.
 - (c) To repatriate British investments in Argentina.
- (3) The sterling balance wh Argentina maintains in London, ^{as established in B(1)} so also the balance resulting therefrom once operations in B(2) have bn carried out to continue to enjoy the existing gold qtee.
- (4) Interest on this balance to be half per cent per annum, such interest to be freely available for current transactions.
- (5) Of the 2d balance, Argentina, in ea. of the four years beginning as from the date of this agmt, to be free to dispose of the sum of £5,000,000 for payment for current transactions in accordance with A(2). At the end of this four years period further discussions on the balance to take place.

(continued)

(6) If in any year the balance of payments ^{w. sterling area} were unfavourable to Argentina, Argentina may furthermore dispose freely, within the sd area, of its sterling balances for an amount equivalent to the deficit.

(7) The gold at present set aside in the name of the Banco Central de la Republica Argentina at the B. of E. (509,901,683 fine ounces) to be released.

C. Forward Sterling

The Argentine net sterling forward position as at the date of this agmt to be established & all forward purchases of sterling established as being within the position to become free for the current transaction as they mature.

D. Paraguay

On the date of this agmt Paraguayan sterling purchased by Banco Central de la Republica Argentina in accordance w. the terms of the tripartite agmt to enjoy facilities described in A (2).

E. Negotiation of a Trade Treaty

It is agreed that discussions ^{immediately} shd be initiated to prepare modifications to Anglo-Argentine trade treaty recently expired. Pending the conclusion of those discussions, the provisions of the sd treaty to continue in force until 31/12/46.

II. Meat

The British Mission agree, as pt. of an integral agmt.:-

(1) Quantity & Period

To purchase exportable surplus from Argentina for four years from 1 October 1946, after providing for a reserve for sale by the Argentine govt to other markets of not more than 17 per cent in the first year; 17 per cent in the second year; which is not in fact sold by the Argentine govt to other markets.

(2) Allocations to other Countries

Argentine govt. to agree to honour the arrangements which have been current during last year under which if the British govt assigns quantities of meat from this sale to other countries, they will form the subject of separate arrangements thro' intermediary of Institute for Promotion of Exchange betw the Argentine govt & other countries in respect of payment but will be subject as to price to terms of this agmt.

Pending maturity such net forward position to continue to enjoy existing gold glee. Forward sterling operations after the date of this agmt no longer to carry gold glee.

THEORY QUESTIONS

Experience with a large number of examination candidates reveals the fact that when they are entering for typewriting examinations they are, on the whole, dubious about the Theory Paper. In many cases, difficulty with theory questions arises not so much from lack of knowledge, but rather from the inability of the candidates to express themselves lucidly and briefly on the subject.

Type the answers to the following questions. Specimen answers are given on the next page. These questions are all taken from Intermediate Examination papers.

1. What is a bichrome ribbon ?
2. Briefly describe the typewriter parts mentioned below :
Marginal release ; Carriage return lever ; Paper release lever.
3. What do you understand by the term “ combination characters ” ? Give three examples.
4. Should it be found necessary to divide the following words at the end of a line, indicate where you would make the division : noticeable, propriety, foreign, commercial, eliminate, onerous, status, deceased, specific, correlate, residue.
5. What is meant by the typewriter constructional term, “ common centre ”?
6. Writing on the 17th February, 1953, how would you refer to the specified dates?

5th February, 1953	18th March, 1953
2nd January, 1953	9th December, 1952
1st May, 1953	22nd December, 1954
7. Give the uses of the variable line spacer.
8. How would you fold a sheet of quarto paper to fit into an ordinary commercial envelope ?
9. Name some faults of manipulation which are *not* always distinguishable in the typescript.
10. For what reason do operators allow the carbon sheets to project half an inch below the bottom of the typewriting paper, or, as an alternative, cut off obliquely the top left-hand corner of the carbons?
11. Give briefly what you consider the best method to use when centring headlines.
12. By what devices may emphasis be given to important words or phrases in typescript ?
13. Explain the meaning of the following : P.T.O., advt., ult., O.H.M.S., R.M.S., J.P., dwt., E. & O.E., f.o.r., i.e., a/c, chq.
14. Give the meaning of the following signs and abbreviations used in manuscript : stet, del., trs., u.c., l.c., N.P., w., t., wd.
15. For what purposes can tabulators be used in addition to typing Tabular Statements ?
16. Express the following in the briefest form :
 - (a) 90 dollars, 17 cents
 - (b) 108 divided by 12 equals 9.
 - (c) pages 389–403.

ANSWERS TO THE FOREGOING THEORY QUESTIONS

1. A two-colour ribbon ; the top half is a different colour from the lower half.
2. (a) The marginal release enables letters to be typed beyond the points of the scale fixed by the margin stops.
(b) The carriage return lever returns the carriage and turns it up ready for the next line of typing.
(c) The paper release lever is the device which releases the pressure of the feed rolls on the paper, thus enabling the paper to be adjusted.
3. Characters which are composed of two or more of the signs on the keyboard :
! (apostrophe and period).
÷ (colon and hyphen).
\$ (capital S and shilling sign, or capital S and two brackets).
4. Notice-able, pro-priety, for-eign, commer-cial, elimi-nate, oner-ous, sta-tus, de-ceased, spec-ific, corre-late, resi-due.
5. The printing point : i.e., the exact place where the type will print.
6. The 5th instant ; 2nd ultimo ; 1st May next ; 18th proximo ; 9th December last ; 22nd December, 1954.
7. To raise or lower characters from the normal line of writing ; to type on ruled lines differing in width from the fixed depths given by the line-space mechanism ; to make a double under-score.
8. Fold in half lengthwise and then twice across the width.
9. Incorrect fingering ; returning the carriage by the thumb wheel instead of by the carriage return ; depressing the space bar with forefinger instead of the thumb.
10. In order to facilitate the removal of the carbon sheets when the work is completed. If the carbon sheets project, they can be taken out all together. In the other case, the paper can be held in the corner, when the carbon sheets will naturally fall out.
11. Set the machine at the centre of the paper and back-space one for every two letters or spaces in the heading.
12. They may be written in capitals or underlined. With a two-colour ribbon, the second colour may be used.
13. Please turn over ; advertisement ; ultimo ; On Her Majesty's Service ; Royal Mail Service or Royal Mail Steamer ; Justice of the Peace ; pennyweight ; Errors and Omissions Excepted ; free on rail ; id est (that is) ; account ; cheque.
14. Indicates that the word or passage which was deleted should be put in ; omit ; trans-pose ; upper case (capital letters) ; lower case (small letters) ; New Paragraph ; with ; that ; would.
15. In correspondence—for the date, address indentations, complimentary closing and name of the firm. Where many letters have to be typed, setting the tabulator stops is very definitely time-saving.
16. \$90.17 $108 \div 12 = 9$. pp. 389–403.

APPENDIX (1)

ABBREVIATIONS

In common use in business.

[Note. Some legal abbreviations (see Appendix 2) are also used in business.]

A1	First Class.	Comm.	Commission.
a/c	Account.	Con. cr.	Contra credit.
A/C	Account Current.	C.P.	Charter Party.
a/d	After date.	Cr.	Creditor.
A.D.	Anno Domini (in the year of our Lord).	C.R.	Company's Risk.
ad int.	Ad interim (in the meantime).	Ctgo	Contango.
Ad Lib.	Ad Libitum (at pleasure).	Cum Div.	With Dividend.
Advt.	Advertisement.	C.W.O.	Cash with Order.
a.m.	Ante meridiem (before noon).		
Amt.	Amount.	d/a	Days after acceptance.
a/o	Account of.	D/A	Documents against acceptance.
a/r	All risks.	d/d	Days after date.
a/s	at sight.	Deb.	Debenture.
A/S	Account Sales.	del.	Delete, to strike out.
A/v	Ad valorem (according to value).	d.f.	Dead freight.
Av	Average.	Divd.	Dividend.
		D/N	Debit Note.
B/-	bags of.	D/O	Delivery Order.
Bart.	Baronet.	D/P	Documents against payment.
B.B.	Bill Book.	Dr.	Doctor, debtor.
B.C.	Before Christ.	d/s	days after sight.
B/D	Bank Draft.	D.V.	Deo Volente (God willing).
B/E	Bill of Exchange.		
B. of E.	Bank of England.	E. & O.E.	Errors and omissions excepted.
B/F	Brought forward.	E.E.	Errors excepted.
B/L	Bill of Lading.	e.g.	Exempli gratia (for example).
B/P	Bill Payable.	Encl.	Enclosure.
Brl	Barrel.	Ex/c	Ex (without) coupon.
B/R	Bill Receivable.	Ex/d	Ex (without) dividend.
B/S	Bill of Sale.	Exd.	Examined.
B.S.	Balance Sheet.	Exs.	Expenses.
B. of T.	Board of Trade.		
		f.a.a.	free of all average.
C.	Cent., Centigrade, Centime, 100.	f.a.q.	{ fair average quality.
c/-	Coupon.		{ free alongside quay.
Carr. Pd.	Carriage Paid.	f.a.s.	free alongside ship.
C.A.	Chartered Accountant.	fcg.	Foolscap.
C.B.	Cash Book.	f.g.a.	free of general average.
C.E.	Civil Engineer.	Fo.	Folio.
C.F.	Carried forward.	f.o.b.	free on board.
C. & F.	Cost and Freight	f.o.r.	free on rail.
c.i.f.	Cost, insurance and freight.	f.p.a.	free of particular average.
cm.	Centimetre.	Frt.	Freight.
c/o	Care of	Fwd.	Forward.
C.O.D.	Cash on Delivery.		

APPENDIX (1)—continued

g/a	general average.	P.O.	Post Office, Postal Order.
Govt.	Government.	p.	page.
Gr. Wt.	Gross Weight.	pp.	Pages.
		P.P.	Parcel Post.
hhd.	hogshead.	Pro tem.	Pro Tempore (for the time being).
H.P.	Horse-power.	Prox.	Proximo (next month).
H.W.M.	High Water Mark.	P.S.	Post Scriptum, postscript (added after)
Ibid.	Ibidem (In the same place).	Q. Qu.	Query, Question.
id.	Idem (the same).	Qly.	Quality.
i.e.	Id est (that is).	Qr.	Quire, Quarter.
in loc.	In loco (in its place).	q.v.	which see.
Inst.	Instant (the present month)		
Inv.	Invoice.	R/D	Refer to Drawer (banking).
IOU	I owe you.	Re (or in re)	in the matter of.
		Ref.	reference.
J/A	Joint Account.	Rly.	railway.
Jun.	Junior.	O.R.	Owner's Risk.
		r/pd	reply paid.
l/c	Lower case (small letters in printing).	R.S.V.P.	Répondez s'il vous plait (please reply).
L/C	Letter of Credit.		
m/d	Months after date.	S.B.	Sales Book.
M.O.	Money Order.	Sec.	Secretary.
mo., mos.	Month, months.	Sig.	Signature.
M/R	Mate's Receipt.	S/N	Shipping Note.
m/s	Months after sight.	S S.	Steamship.
MS.	Manuscript.		
MSS.	Manuscripts.	Trs	Transpose.
		t.r.	tons register.
n/a	No account (banking).	u/c	Upper case (capital letters in printing)
N.B.	Nota bene (mark well).	U.K.	United Kingdom.
n.d.	No date.	Ult.	Ultimo (last month).
Nem. con.	Nemine Contradicente (no one disagreeing).	U/W	Underwriter.
n.f.	no funds (banking).		
Nil	Nothing.	Var.	Variety.
N/O	no order.	Via	by way of.
N P.	Notary Public.	Viz.	Videlicet (namely).
o/a	on account of.	W.B.	Way Bill. Warehouse Book.
o/c	overcharge.	W.D.	War Department.
O.K.	In correct form, all correct.	Wd.	Would.
O.R.	Official Receiver.	Wh.	Which.
o/s	out of stock, outstanding.	Whf.	Wharf.
oz.	ounce.	W.I.	West Indies.
		Wt.	Weight.
P/A	Power of Attorney.		
p.a.	per annum.	x.c.	Ex (without) Coupon.
p.c.	Price current, postcard, petty cash	x.d.	Ex (without) dividend.
per pro.	Per procuracionem (on behalf of)	x.int.	Ex (without) interest
p.m.	Post meridiem (afternoon).		
P.N.	Promissory Note.	Yr.	Year, Your

APPENDIX (2)

LIST OF ABBREVIATIONS IN COMMON USE IN LEGAL OFFICES

In abbreviating, the last letter is usually written above the line, smaller ; or the abbreviated word has a short stroke over it :

Abstract	abst ^t	Contained	cont ^d
Abstracting	abstg.	Continuance	contce.
Accompany	accomp ^y	Contract	cont ^t
Accordingly	accord ^{ly}	Conveyance	convce.
Adjourned	adj ^d	Copy	co.
Adjudication	adjud ^a	Correspondence	corresp ^{ce}
Administratrix	admix.	Could	c ^d
Administrator	admor.	Counsel	col.
Advising	adv ^s	Counterclaim	co. claim.
Affidavit	aff ^t	Counterpart	co. pt.
Aforesaid	afsd.	Covenant	covt.
After	ar.	Creditors	c ^{rs}
Agreement	agr ^t	Daughters	daurs.
Allowance	all ^{ce}	Debtors	d ^{rs}
Alteration	alteron.	Deceased	dec ^d
Amendment	amnd ^t	Declaration	declon.
Another	anor.	Defence	defce.
Annuity	ann ^y	Defendant	def ^t
Application	applon.	Delivered	del ^d
Appointed	appted.	Department	dept ^t
Appurtenances	appurts.	Described	desc ^d
Arrangement	arrang ^t	Description	descron.
Assigns	assns.	Difference	diffce.
Assurance	ass ^{ce}	Direction	diron.
Attendance	att ^{ce}	Discharge	dischge.
Attending	att ^s	Discovery	discov ^y
Attestation	attest ^a	Discretion	discron.
Attorney	att ^y	Document	doct.
At suit of	ats.	Draft	dft.
Authority	auth ^y	Drawing	dr ^s
Bankruptcy	bkc ^y	Dwelling house	dwg. hsc
Before	befe.	Easement	eas ^{mt}
Being	bg.	Entered	ent ^d
Between	bet ^a	Estate	este.
Bequeathed	bequed.	Evidence	evce.
Brief	bf.	Executors	exors.
Buildings	bld ^{gs}	Ex parte	ex pte.
Carriage	carre.	Fair copy	f. co.
Certificate	certe.	Fieri Facias	fi. fa.
Charge	ch ^{gs}	Folio	fo.
Codicil	cod ^l	Freehold	freeh ^d
Commissioner	comm ^r	Guinea	gua.
Committee	comm ^{tee}	Heirs	hrs.
Concerning	concern ^s	Hereafter	hrea ^r
Condition	condo ^a	Hereditaments	heredits.
Conference	conf ^{ce}	Hereinafter	hrina ^r
Consideration	conson.	Heretofore	hrtofore.
Consultation	consult ^a	However	how ^r

Incumbrances	incumbs.	Required	req ^d .
Indenture	indre.	Requisitions	requons.
Information	inform ⁿ .	Residuary	residy.
Inheritance	inhance.	Respectively	resp ^y .
Instructions	instrons.	Respondent	resp ^t .
Intended	int ^{dd} .	Reversion	revon.
Interest	int ^t .	Said	sd.
Interrogatories	interrogs.	Satisfaction	satisfon.
Judgment	judg ^t .	Schedule	sched.
Judicature	jud ^{ce} .	Security	sec ^y .
Jurisdiction	jurisdon.	Settlement	sett ^{lt} .
Letters	lres.	Several	sev ^l .
Liquidation	liquon.	Should	shd.
Locus Sigilli	L. S.	Signature	sigre.
Maintenance	maint ^{ce} .	Singular	sing ^r .
Matter	mre.	Situate	site.
Memorandum	memdum.	Stamp	stp.
Mentioned	ment ^d .	Statement	stat ^t .
Messuage	messe.	Statement of Claim	S. of C.
Money	moy.	Subpœna	spa.
Mortgagee	mtgee.	Subpœna ad testificandum	spa. ad test
Mortgagor	mtgor.	Subpœna duces tecum	spa. d. t.
Necessary	nec ^y .	Succession	succon.
Notwithstanding	notwst ^g .	Sufficient	suff ^t .
Observation	observon.	Summons	sums.
Obtained	obt ^d .	Survivor	survor.
Occupation	occupon.	Tenement	tenem ^t .
Opinion	op ⁿ .	Testament	test ^t .
Originals	orig ^{ls} .	Testator	testor.
Other	or.	Testatrix	testrix.
Parcel	pcl.	Transfer	tfer.
Parchment	parch ^t .	Trustee	tree.
Part	pt.	Thereabouts	thab ^{ts} .
Particulars	parlars.	Thereby	thby.
Partner	ptnr.	Therefrom	thfm.
Performance	perf ^{ce} .	Therein	thin.
Person	pson.	Thereof	thof.
Personal	pson ^l .	Thereon	thon.
Piece	pce.	Thereto	thto.
Position	pos ⁿ .	Valuation	valuon.
Possession	posson.	Versus	v.
Premises	premes.	Whatsoever	whats ^r .
Principal	ppal.	Whereas	whas.
Production	prodon.	Whereby	whby.
Property	ppty.	Wherein	whin.
Provisions	provons.	Whereof	whof.
Purchaser	pchs ^r .	Whether	wh ^r .
Purpose	ppse.	Which	wh.
Reciting	rect ^g .	Without	with ^t .
Redemption	redmon.	Witnessed	witned.
Reference	ref ^{ce} .	Witnesseth	witneth.
Registered	reg ^d .	Would	w ^d .
Regulation	regulon.	Writing	wr ^g . or wg.
Remainder	rem ^r .	Yielding	yieldg.
		Your	y ^r .